

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE (HACB)**  
**Board of Commissioners Meeting**  
2039 Forest Avenue  
Chico, California 95928

**MEETING AGENDA**

April 17, 2025  
2:00 p.m.

*Due to COVID-19 and California State Assembly Bill 361 that amends the Ralph M. Brown Act to include new authorization for remote meetings, including remote public comment for all local agencies. California State Assembly Bill 361 extends the provision of Governor Newsom's Executive Order N-29-20 and N-35-20 until January 2024. The meeting will be a hybrid meeting both in person at this Housing Authority office and remotely. Members of the Board of Commissioners and HACB staff will be participating either in person or remotely. The Board of Commissioners welcomes and encourages public participation in the Board meetings either in person or remotely from a safe location.*

Members of the public may be heard on any items on the Commissioners' agenda. A person addressing the Commissioners will be limited to 5 minutes unless the Chairperson grants a longer period of time. Comments by members of the public on any item on the agenda will only be allowed during consideration of the item by the Commissioners. Members of the public desiring to be heard on matters under jurisdiction of the Directors, but not on the agenda, may address the Commissioners during agenda item 6.

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Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/788108509>

You can also dial in using your phone.

Access Code:

788-108-509

United States (Toll Free):

[1 877 309 2073](tel:18773092073)

United States:

[+1 \(571\) 317-3129](tel:+15713173129)

If you have any trouble accessing the meeting agenda, or attachments; or if you are disabled and need special assistance to participate in this meeting, please email [marysolp@butte-housing.com](mailto:marysolp@butte-housing.com) or call 530-895-4474 x.210.

Notification at least 24 hours prior to the meeting will enable the Housing Authority to make a reasonable attempt to assist you.

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NEXT RESOLUTION NO. 4955

ITEMS OF BUSINESS

1. ROLL CALL

*Housing Authority of the County of Butte  
Board of Commissioners  
Agenda –Meeting of April 17, 2025  
Page 1*

2. AGENDA AMENDMENTS

3. CONSENT CALENDAR

3.1 Minutes for the meeting of March 20, 2025

3.2 Checks written for:

3.2.1	Accounts Payable (General) –	\$679,621.56
3.2.2	Landlords –	\$1,987,611.17
3.2.3	Payroll –	\$149,795.57

3.3 Financial Statements

3.4 Section 8 Housing Choice Voucher Program

3.5 Property Vacancy Report

3.6 Public Housing

3.7 Construction Projects

3.8 Capital Fund Improvement Projects

3.9 Farm Labor Housing Report

3.9.1 Mi Casa Newsletter

3.9.2 Gridley Farm Labor Housing Project – HCD 2024 Annual Review Letter

3.10 HACB Owned Properties

3.10.1 Gridley Springs II – HCD 2024 Annual Report Review Letter

3.11 Tax Credit Properties

3.12 Family Self Sufficiency

3.13 Rental Assistance Programs

4. CORRESPONDENCE

4.1 Implementation of CDBG-DR MHP Preference Policy, Town of Paradise, March 20, 2025

5. REPORTS FROM EXECUTIVE DIRECTOR

Meeting turned over to Executive Director Guanzon by Chair Pittman

- 5.1 Election of Officers – Election of Chair and Vice Chair for 2025-2026.

Recommendation:

Motion

Meeting turned over to newly elected Chair by Executive Director Guanzon

- 5.2 Family Self-Sufficiency (FSS Graduate) – Recognition of FSS Graduate Kiara Wells.

Recommendation:

Resolution No. 4955

- 5.3 Family Self-Sufficiency (FSS Graduate) – Recognition of FSS Roxanna Taylor.

Recommendation:

Resolution No. 4956

- 5.4 Section 8 Housing Choice Voucher – Section 8 Shortfall Update.

Recommendation:

Information/Discussion

- 5.5 Mayer Commons – Property Insurance Update.

Recommendation:

Information/Discussion

- 5.6 Housing Authority of the County of Butte (HACB) – Strategic Plan Draft.

Recommendation:

Information/Discussion

- 5.7 Lincoln Senior Apartments, Oroville – IIG Loan Agreement between the HACB and Richman Oroville Senior LP.

Recommendation:

Resolution No. 4957

6. MEETING OPEN FOR PUBLIC DISCUSSION

7. MATTERS CONTINUED FOR DISCUSSION

8. SPECIAL REPORTS

- 8.1 CalAHA Annual Meeting/Retreat, March 24, 2025 – Report from Executive Director Larry Guanzon.

9. REPORTS FROM COMMISSIONERS

10. MATTERS INITIATED BY COMMISSIONERS

11. EXECUTIVE SESSION

- 11.1 Conference with real estate negotiator pursuant to California Government Code section 5496.8:

Property located at: Longfellow Apartments, Chico

- 11.2 Conference with real estate negotiator pursuant to California Government Code section 5496.8:

Properties located at: Chico, CA

12. COMMISSIONERS' CALENDAR

- **Next Meeting May 15, 2025**
- **Save the Date: PSWRC-NAHRO – Annual Conference: May 28 – 30, 2024, Fresno, CA**

13. ADJOURNMENT



**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
BOARD OF COMMISSIONERS MEETING**

**MEETING MINUTES OF  
March 20, 2025**

*The meeting was conducted via teleconference, web-conference and in person, as noticed.*

Chair Pittman called the meeting of the Housing Authority of the County of Butte to order at 2:05 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford, Randy Coy, Bob Crowe, Rich Ober, David Pittman, and Sarah Richter; all attended in person.

Present for the Staff: Larry Guanzon, Executive Director; Tamra Young, Deputy Executive Director; Hope Stone, Finance Director; Angie Little, Rental Assistance Programs Manager; Juan Meza, Public Housing Manager; Taylor Gonzalez, Project Manager; and Marysol Perez, Executive Assistant; all attended in person.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Tamra Young, Deputy Executive Director provided a brief updated regarding recent news received from HUD about the Emergency Housing Choice Voucher (EHV) sunsetting in 2026 instead of the anticipated year of 2030. Staff is still awaiting more guidance from HUD and thinking of creative solutions.

Commissioner Ober moved that the Consent Calendar be accepted as presented. Commissioner Crowe seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

4.1 NAHRO Direct News Email – Senate Passes Continuing Resolution.

*Housing Authority of the County of Butte  
Board of Commissioners  
Minutes – Meeting of March 20, 2025  
Page 1*

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Executive Director Guanzon shared with the Board an updated Property and Project Entity Org Chart which details current numbers and details to HACB Programs, Properties and Partnerships through Butte County Affordable Housing Development Corporation.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

- 8.1 CAHA Annual Conference: February 26-27, Sacramento CA – Executive Director Guanzon attended this conference along with another 95 California Public Housing Executive Directors. The work they did during the conference is provided to legislators at the Washington Conference.
- 8.2 2025 Washington Conference: NAHRO, March 8-13, 2025 – Executive Director Guanzon and Chair Pittman both attended the Washington Conference. They attended meetings with legislators and a meeting with Senator Schiff. They also met with Congressman LaMalfa’s legal aid and discussed portability. Chair Pittman shared he had a very busy scheduled and enjoyed the conference as it is a very well-organized conference.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None

11. EXECUTIVE SESSION

Adjourned: 2:38 p.m.

Reconvened: 2:40 p.m.

All of those identified in the role call were in attendance.

- 11.1 Conference with Real Estate negotiator pursuant to California Government Code 5496.8 – Direction was provided to staff to further explore acquisition of property located at, Longfellow Apartments, Chico.

12. COMMISSIONERS' CALENDAR

- **Next Meeting – April 17, 2025**
- **PSWRC-NAHRO – Annual Conference: May 28-30, 2024, Fresno, CA**

13. ADJOURNMENT

The meeting was adjourned at 2:41 p.m.

Dated: March 20, 2025.

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David Pittman, Board Chair

ATTEST:

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Lawrence C. Guanzon, Secretary

**Housing Authority of the County of Butte**  
**HACB Business Activities Account**  
**AP Check Register**

Check Date	Check #	Vendor	Total Amount
3/3/2025	2	v0004115 - Ramos, Joseph	0.00
3/3/2025	4055	v0000031 - PG&E	123.00
3/3/2025	4077	v0000749 - Larry Guanzon	483.00
3/13/2025	4078	v0000011 - California Water Service - Chico	124.26
3/13/2025	4079	v0000031 - PG&E	256.99
3/13/2025	4080	v0000031 - PG&E	5,609.07
3/13/2025	4081	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	35.86
3/13/2025	4082	v0000057 - OPER. ENG. LOCAL #3	816.00
3/13/2025	4083	v0000093 - NAHRO	2,408.00
3/13/2025	4084	v0000140 - COMCAST CABLE	1,123.13
3/13/2025	4085	v0000149 - Susana Torres-Agustin	572.00
3/13/2025	4086	v0000213 - MI CASA EDUCATION, INC.	7,500.00
3/13/2025	4087	v0000229 - InterWest Insurance Services, LLC	600.00
3/13/2025	4088	v0000312 - Unum Life Insurance Company	401.30
3/13/2025	4089	v0000474 - Advanced Document	172.27
3/13/2025	4090	v0000554 - GreatAmerica Financial Services	43.68
3/13/2025	4091	v0000599 - Access Information Holdings, LLC.	32.69
3/13/2025	4092	v0000723 - Basis Architecture & Consulting, Inc.	8,036.97
3/13/2025	4093	v0000763 - METAGRAPHICS	21.82
3/13/2025	4094	v0000773 - Clean Master	1,716.00
3/13/2025	4095	v0000806 - Cypress Dental Administrators	732.20
3/13/2025	4096	v0000821 - Golden State Risk Management Authority	8,229.00
3/13/2025	4097	v0000845 - HMR Architects, Inc.	1,312.50
3/13/2025	4098	v0000863 - Nor-Cal Landscape Maintenance dba	485.00
3/13/2025	4099	v0004614 - City of Chico (Sewer)	33.29
3/13/2025	4100	v0004751 - Abila, Inc.	2,187.50
3/13/2025	4101	v0000380 - Staples Business Credit	73.10
3/13/2025	4102	v0000380 - Staples Business Credit	19.61
3/13/2025	4103	v0000380 - Staples Business Credit	158.51
3/27/2025	4105	v0000004 - CHWCA	23,898.00
3/27/2025	4106	v0000007 - CITY OF CHICO (22332) (FUEL)	161.06
3/27/2025	4107	v0000031 - PG&E	136.63
3/27/2025	4108	v0000031 - PG&E	880.88
3/27/2025	4109	v0000108 - AT&T	10.53
3/27/2025	4110	v0000121 - United States Postal Service (CMRS-FP)	2,500.00
3/27/2025	4111	v0000241 - WASTE MANAGEMENT	433.45
3/27/2025	4112	v0000250 - PSWRC-NAHRO	399.00
3/27/2025	4113	v0000250 - PSWRC-NAHRO	419.00
3/27/2025	4114	v0000267 - OFFICE DEPOT INC	103.61
3/27/2025	4115	v0000289 - M&I Technology Consulting	4,770.00
3/27/2025	4116	v0000357 - Yuba City	102.00
3/27/2025	4117	v0000402 - US Bank	151.55
3/27/2025	4118	v0000459 - E Center	194.19
3/27/2025	4119	v0000513 - CDW Government, Inc.	1,080.75
3/27/2025	4120	v0000732 - WCP Solutions	212.62
3/27/2025	4121	v0000866 - Charles Alford	50.00
3/27/2025	4122	v0000888 - Sarah Richter	50.00
3/27/2025	4123	v0004526 - VSP Vision Care	147.76
3/27/2025	4124	v0004549 - Randy Coy	50.00
3/27/2025	4125	v0004677 - Paradise Irrigation District	22.65
3/27/2025	4126	v0004778 - Sutter Butte Flood Control Agency	3,117.30
3/7/2025	30725	v0000891 - Paylocity	108,191.97
3/3/2025	100291	v0002183 - Chico Pacific Associates	1,066.00
3/3/2025	100292	v0003020 - Palo Verde Apartments LLC	815.00
3/3/2025	100293	v0003960 - Chico Housing Action Team	2,751.00

3/3/2025	100294	v0003988 - Elle Property Management Solutions	269.00
3/3/2025	100295	v0004114 - DeGarmo Terrace Apts	1,975.00
3/3/2025	100296	v0004790 - RS1, LLC dba The Social	1,022.00
3/3/2025	100301	v0000807 - David Pittman	391.00
3/14/2025	100302	v0004575 - North Creek Crossings	1,568.00
3/13/2025	100303	v0000724 - ED MAYER	807.37
3/13/2025	100304	v0004479 - Netsys Systems, Inc.	1,680.00
3/20/2025	100305	v0000821 - Golden State Risk Management Authority	8,229.00
3/27/2025	100313	v0000155 - Susanne Kemp	122.93
3/27/2025	100314	v0000807 - David Pittman	50.00
3/27/2025	100315	v0000859 - Richard H. Ober	50.00
3/27/2025	100316	v0000890 - Robert R Crowe	50.00
3/27/2025	100317	v0004543 - Joseph Young	323.00
3/15/2025	173689	v0004576 - Aflac	1,041.54
3/15/2025	1075480	v0000799 - Benefit Resource, Inc.	175.00
3/5/2025	2856177	v0000059 - CalPERS	34,802.25
3/5/2025	2856178	v0000059 - CalPERS	12,230.63
3/5/2025	2856179	v0000059 - CalPERS	7,323.30
3/5/2025	2856180	v0000059 - CalPERS	565.00
3/5/2025	2856181	v0000059 - CalPERS	195.25
3/24/2025	2870287	v0000059 - CalPERS	12,455.15
3/24/2025	2870288	v0000059 - CalPERS	7,016.95
3/24/2025	2870289	v0000059 - CalPERS	565.00
3/3/2025	3032025	v0000039 - TPx Communications	229.71
3/3/2025	3032025	v0000439 - Umpqua Bank	3,646.04
3/3/2025	3032025	v0000793 - Verizon Wireless	354.77
3/21/2025	3212025	v0000891 - Paylocity	106,358.37
3/7/2025	465306610	v0000181 - Empower	1,495.00
3/21/2025	473268957	v0000181 - Empower	1,495.00
<b>TOTAL</b>			<b>401,507.96</b>

**Housing Authority of the County of Butte  
HACB Public Housing Account  
AP Check Register**

Check Date	Check #	Vendor	Total Amount
3/27/2025	1843	v0000722 - Sheri Bouvier	-22.05
3/3/2025	2476	v0000011 - California Water Service - Chico	87.00
3/3/2025	2477	v0000014 - Gridley Municipal Utilities	1,010.00
3/3/2025	2478	v0000031 - PG&E	1,946.00
3/3/2025	2479	v0000031 - PG&E	57.00
3/3/2025	2480	v0000031 - PG&E	57.00
3/3/2025	2481	v0004614 - City of Chico (Sewer)	37.00
3/13/2025	2482	v0000006 - Biggs Municipal Utilities	2,826.09
3/13/2025	2483	v0000010 - California Water Service - Oroville	7.30
3/13/2025	2484	v0000011 - California Water Service - Chico	6,799.10
3/13/2025	2485	v0000015 - A-1 Appliance	373.39
3/13/2025	2486	v0000017 - EAGLE SECURITY SYSTEMS	117.90
3/13/2025	2487	v0000022 - Meeks Building Supply	43.29
3/13/2025	2488	v0000031 - PG&E	113.73
3/13/2025	2489	v0000031 - PG&E	2,132.55
3/13/2025	2490	v0000031 - PG&E	388.02
3/13/2025	2491	v0000031 - PG&E	118.94
3/13/2025	2492	v0000031 - PG&E	33.49
3/13/2025	2493	v0000031 - PG&E	632.53
3/13/2025	2494	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	1,976.02
3/13/2025	2495	v0000034 - RECOLOGY BUTTE COLUSA COUNTIES, INC.	2,867.99
3/13/2025	2496	v0000082 - ENTERPRISE-RECORD	361.63
3/13/2025	2497	v0000093 - NAHRO	558.90
3/13/2025	2498	v0000113 - MILLER GLASS, INC.	701.70
3/13/2025	2499	v0000140 - COMCAST CABLE	256.38
3/13/2025	2500	v0000185 - Warren Asbestos Abatement Cont., Inc.	7,880.00
3/13/2025	2501	v0000235 - HD Supply Facilities Maintenance, Ltd.	5,951.52
3/13/2025	2502	v0000240 - CIC	377.90
3/13/2025	2503	v0000241 - WASTE MANAGEMENT	1,397.01
3/13/2025	2504	v0000309 - Illustratus	131.72
3/13/2025	2505	v0000312 - Unum Life Insurance Company	649.84
3/13/2025	2506	v0000380 - Staples Business Credit	57.35
3/13/2025	2507	v0000380 - Staples Business Credit	52.11
3/13/2025	2508	v0000401 - Plan B Professional Answering Services	134.20
3/13/2025	2509	v0000425 - Climate & Energy Solutions	1,049.00
3/13/2025	2510	v0000469 - Thermalito Irrigation	507.61
3/13/2025	2511	v0000474 - Advanced Document	33.73
3/13/2025	2512	v0000592 - Neal Road Recycling & Waste	144.47
3/13/2025	2513	v0000599 - Access Information Holdings, LLC.	32.71
3/13/2025	2514	v0000669 - ROTO-ROOTER OROVILLE	525.00
3/13/2025	2515	v0000679 - SAM'S DOOR SHOP	208.71
3/13/2025	2516	v0000680 - MAINTENANCE PLUS	91.25
3/13/2025	2517	v0000773 - Clean Master	957.00
3/13/2025	2518	v0000795 - Richard's North State Pest Mgmt (dba)	1,604.50
3/13/2025	2519	v0000806 - Cypress Dental Administrators	1,604.62
3/13/2025	2520	v0000821 - Golden State Risk Management Authority	16,019.00
3/13/2025	2521	v0000845 - HMR Architects, Inc.	1,000.00
3/13/2025	2522	v0000863 - Nor-Cal Landscape Maintenance dba	12,515.00
3/13/2025	2523	v0000879 - GUZI-WEST Inspection and Consulting. LLC	900.40
3/13/2025	2524	v0000903 - Chico Auto Care / Ace Radiator	1,632.67
3/13/2025	2525	v0004593 - Citiguard, Inc.	2,268.00
3/13/2025	2526	v0004614 - City of Chico (Sewer)	1,632.08
3/13/2025	2527	v0004614 - City of Chico (Sewer)	85.80
3/13/2025	2528	v0004615 - County of Butte	20.00
3/13/2025	2529	v0004780 - Birchard Construction Inc.	39,042.00
3/27/2025	2530	v0000007 - CITY OF CHICO (22332) (FUEL)	420.72
3/27/2025	2531	v0000010 - California Water Service - Oroville	188.98
3/27/2025	2532	v0000010 - California Water Service - Oroville	3,663.24
3/27/2025	2533	v0000010 - California Water Service - Oroville	346.60
3/27/2025	2534	v0000014 - Gridley Municipal Utilities	1,169.12
3/27/2025	2535	v0000031 - PG&E	319.55

3/27/2025	2536	v0000031 - PG&E	25.45
3/27/2025	2537	v0000031 - PG&E	81.18
3/27/2025	2538	v0000031 - PG&E	30.03
3/27/2025	2539	v0000031 - PG&E	114.93
3/27/2025	2540	v0000031 - PG&E	253.42
3/27/2025	2541	v0000048 - Valero Fleet	469.16
3/27/2025	2542	v0000072 - Towne Flooring Center	1,942.91
3/27/2025	2543	v0000078 - Johnny's Lock & Safe	16.02
3/27/2025	2544	v0000108 - AT&T	22.02
3/27/2025	2545	v0000140 - COMCAST CABLE	465.41
3/27/2025	2546	v0000185 - Warren Asbestos Abatement Cont., Inc.	7,880.00
3/27/2025	2547	v0000206 - JACKSONS GLASS CO, INC.	2,257.40
3/27/2025	2548	v0000235 - HD Supply Facilities Maintenance, Ltd.	2,280.47
3/27/2025	2549	v0000267 - OFFICE DEPOT INC	595.32
3/27/2025	2550	v0000412 - Creative Composition, Inc.	196.17
3/27/2025	2551	v0000425 - Climate & Energy Solutions	423.00
3/27/2025	2552	v0000501 - Richard's Tree Service, Inc.	1,500.00
3/27/2025	2553	v0000669 - ROTO-ROOTER OROVILLE	625.00
3/27/2025	2554	v0000679 - SAM'S DOOR SHOP	208.71
3/27/2025	2555	v0000680 - MAINTENANCE PLUS	2,797.11
3/27/2025	2556	v0000694 - Trites Backflow Services, Inc.	200.00
3/27/2025	2557	v0000766 - JACOBS, ANDERSON, POTTER & CHAPLIN, LLP	2,867.46
3/27/2025	2558	v0000801 - Chico Turf Plus, LLC	240.00
3/27/2025	2559	v0000843 - Squyres Fire Protection, Inc.	90.00
3/27/2025	2560	v0000857 - ECORP Consulting, Inc.	4,727.00
3/27/2025	2561	v0000879 - GUZI-WEST Inspection and Consulting. LLC	1,228.60
3/27/2025	2562	v0000886 - Candelario Ace Hardware dba	66.47
3/27/2025	2563	v0004526 - VSP Vision Care	257.42
3/27/2025	2564	v0004653 - Jessee Heating & Air Conditioning	10,250.00
3/27/2025	2565	v0004778 - Sutter Butte Flood Control Agency	798.71
3/27/2025	2566	v0004818 - Michael Roberts Construction	8,144.14
3/13/2025	10003	v0004479 - Netsys Systems, Inc.	350.00
3/20/2025	10004	v0000821 - Golden State Risk Management Authority	16,019.00
3/3/2025	3032025	v0000039 - TPx Communications	139.82
3/3/2025	3032025	v0000048 - Valero Fleet	672.40
3/3/2025	3032025	v0000439 - Umpqua Bank	4,000.09
3/3/2025	3032025	v0000793 - Verizon Wireless	676.00
<b>TOTAL</b>			<b>201,005.13</b>

**Housing Authority of the County of Butte  
HACB S8 Admin Account  
AP Check Register**

<b>Check Date</b>	<b>Check #</b>	<b>Vendor</b>	<b>Total Amount</b>
3/12/2025	145	v0001443 - Francis	1,000.00
3/12/2025	146	v0004798 - Catherine Weil	1,000.00
3/20/2025	147	v0000821 - Golden State Risk Management Authority	14,225.00
3/27/2025	148	v0001443 - Francis	500.00
3/27/2025	149	v0001667 - Senior Housing Associates	1,000.00
3/27/2025	150	v0004670 - Bruce Village Commons LP	1,491.00
3/12/2025	2400	v0000040 - Gregory P. Einhorn	470.00
3/12/2025	2401	v0000082 - ENTERPRISE-RECORD	607.58
3/12/2025	2402	v0000093 - NAHRO	3,651.48
3/12/2025	2403	v0000240 - CIC	1,190.50
3/12/2025	2404	v0000276 - Scrubbs, Inc.	32.00
3/12/2025	2405	v0000312 - Unum Life Insurance Company	460.66
3/12/2025	2406	v0000380 - Staples Business Credit	18.53
3/12/2025	2407	v0000428 - Adecco Employment Services	2,472.10
3/12/2025	2408	v0000474 - Advanced Document	85.28
3/12/2025	2409	v0000599 - Access Information Holdings, LLC.	32.71
3/12/2025	2410	v0000806 - Cypress Dental Administrators	875.24
3/12/2025	2411	v0000821 - Golden State Risk Management Authority	14,225.00
3/12/2025	2412	v0000845 - HMR Architects, Inc.	1,537.50
3/27/2025	2413	v0000007 - CITY OF CHICO (22332) (FUEL)	156.40
3/27/2025	2414	v0000108 - AT&T	59.63
3/27/2025	2415	v0000250 - PSWRC-NAHRO	399.00
3/27/2025	2416	v0000267 - OFFICE DEPOT INC	414.32
3/27/2025	2417	v0000412 - Creative Composition, Inc.	217.81
3/27/2025	2418	v0000428 - Adecco Employment Services	2,815.20
3/27/2025	2419	v0004526 - VSP Vision Care	179.80
3/3/2025	3032025	v0000039 - TPx Communications	629.19
3/3/2025	3032025	v0000439 - Umpqua Bank	1,695.59
3/3/2025	3032025	v0000793 - Verizon Wireless	173.08
3/4/2025	3042025	v0000048 - Valero Fleet	48.29
<b>TOTAL</b>			<b>51,662.89</b>



Housing Authority of the County of Butte  
HACB Banyard Account  
AP Check Register

Check Date	Check #	Vendor	Total Amount
3/12/2025	1191	v0000374 - Registry of Charitable Trusts	25.00
3/12/2025	1192	v0000660 - HACB	4,047.25
TOTAL			4,047.25

**Housing Authority of the County of Butte  
HACB BCAHDC Account  
AP Check Register**

<b>Check Date</b>	<b>Check #</b>	<b>Vendor</b>	<b>Total Amount</b>
3/12/2025	1525	v0000040 - Gregory P. Einhorn	630.00
3/12/2025	1526	v0000660 - HACB	20,619.56
3/12/2025	1527	v0004745 - Department of Justice	100.00
3/27/2025	1528	v0000382 - FedEx	48.77
<b>TOTAL</b>			<b>21,398.33</b>

Housing Authority of the County of Butte  
BALANCE SHEET  
CUMULATIVE

**ASSETS**

<b>Current Assets</b>	<u>February 28, 2025</u>	<u>January 31, 2025</u>	<u>Difference</u>	<u>Notes</u>
Cash - Unrestricted	27,862,068	27,682,973	179,095	
Cash - Other Restricted	(6,504,258)	(6,445,858)	(58,400)	
Account Receivable - Current	123,019	198,213	(75,194)	
Other Current Assets	2,485,525	2,408,429	77,096	
<b>Total Current Assets</b>	<b>23,966,354</b>	<b>23,843,757</b>	122,598	
<b>Fixed Assets</b>				
Fixed Assets & Accumulated Depreciation	42,875,747	42,778,000	97,747	Cap Improvements less monthly Depreciation
<b>Total Fixed Assets</b>	<b>42,875,747</b>	<b>42,778,000</b>	97,747	
<b>Other Non-Current Assets</b>				
Notes Loans & Mortgages Receivable	758,368	758,368	0	No payments are made
<b>Total Other Non-Current Assets</b>	<b>758,368</b>	<b>758,368</b>	0	
<b>TOTAL ASSETS</b>	<b>67,600,469</b>	<b>67,380,124</b>	220,345	
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Accounts Payable	533,292	478,398	54,894	
Tenant Security Deposits	301,316	299,023	2,293	
Long Term Debt - Current Portion	881,436	881,436	0	12 months of debt
Other Long Term Liabilities	15,209,828	15,190,835	18,992	
<b>Total Current Liabilities</b>	<b>16,925,872</b>	<b>16,849,692</b>	76,180	
<b>Long-Term Liabilities</b>				
Long-Term Debt	12,785,459	12,785,459	0	No payments are made
Other Long Term Liabilities	7,416,915	7,983,023	(566,108)	
<b>Total Long-Term Liabilities</b>	<b>20,202,374</b>	<b>20,768,482</b>	(566,108)	
<b>TOTAL LIABILITIES</b>	<b>37,128,246</b>	<b>37,618,174</b>	(489,928)	
<b>NET POSITION</b>				
Beginning Net Position	3,072,216	2,624,456	447,760	
Retained Earnings	27,928,053	27,137,494	790,560	last month's RE plus prior month profit/loss
<b>TOTAL NET POSITION</b>	<b>31,000,269</b>	<b>29,761,950</b>	1,238,320	
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>68,128,515</b>	<b>67,380,124</b>	748,392	

Housing Authority of the County of Butte  
CONSOLIDATED INCOME STATEMENT  
February 28, 2025

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	% Used
Dwelling Rent	405,383	437,835	32,451	1,991,607	1,751,338	(240,269)	0.00%
Tenant Charges	9,216	5,673	(3,543)	66,842	22,692	(44,150)	0.00%
Laundry Revenue	1,817	2,818	1,002	10,393	11,273	880	0.00%
HUD Grant Revenue	2,960,991	2,300,616	(660,374)	12,657,947	9,202,465	(3,455,482)	45.85%
Other Grant Revenue	0	0	172,976	441,158	0	509,241	0.00%
Investment Income-unrestricted	7	7,610	7,604	37	30,442	30,405	0.04%
Investment Income - restricted	0	5,817	5,817	0	23,267	23,267	0.00%
Fraud Recovery	3,479	4,167	688	19,508	16,667	(2,841)	39.02%
Other Income	82,189	55,807	(26,382)	1,242,441	223,228	(1,019,213)	185.53%
<b>TOTAL REVENUES</b>	<b>3,463,081</b>	<b>2,820,343</b>	<b>(469,762)</b>	<b>16,429,933</b>	<b>11,281,371</b>	<b>(4,198,162)</b>	<b>48.55%</b>
Administrative Employee Salaries	192,763	237,776	45,014	1,080,563	951,105	(129,458)	37.87%
Audit Fee	8,506	3,748	(4,757)	82,698	14,993	(67,704)	183.85%
Advertising & Marketing	1,615	1,875	260	3,675	7,499	3,824	16.34%
Admin Fringe Benefits & Taxes	75,359	127,799	52,440	371,342	511,197	139,855	24.21%
Office Expenses	15,587	22,776	7,189	221,121	91,105	(130,016)	80.90%
Legal Expenses	3,032	5,145	2,113	31,087	20,580	(10,507)	50.35%
Travel	3,757	17,622	13,865	18,386	70,488	52,103	8.69%
Allocated Overhead	(0)	0	0	(0)	0	0	0.00%
Other Admin Expenses	50,404	57,681	7,277	337,515	230,723	(106,792)	48.76%
<b>Total Operating Admin Costs</b>	<b>351,022</b>	<b>474,423</b>	<b>123,400</b>	<b>2,146,386</b>	<b>1,897,690</b>	<b>(248,695)</b>	<b>37.70%</b>
Tenant Services - Salaries	5,919	12,143	6,224	49,706	48,572	(1,133)	34.11%
Relocation Costs	0	0	0	0	0	0	0.00%
Employee Benefits - Tenant Services	582	5,474	4,892	4,856	21,895	17,039	7.39%
Resident Services MISC	0	19,929	19,929	0	79,715	79,715	0.00%
<b>Total Tenant Services</b>	<b>6,501</b>	<b>37,546</b>	<b>31,045</b>	<b>54,561</b>	<b>150,182</b>	<b>95,621</b>	<b>12.11%</b>
Water	19,042	19,655	613	114,833	78,621	(36,212)	48.69%
Electricity	6,349	11,212	4,863	57,664	44,848	(12,816)	42.86%
Gas	3,264	4,929	1,665	19,412	19,715	303	32.82%
Sewer	11,528	18,469	6,940	63,470	73,875	10,405	25.67%
<b>Total Utilities - Project</b>	<b>40,183</b>	<b>54,265</b>	<b>14,081</b>	<b>255,379</b>	<b>217,059</b>	<b>(38,320)</b>	<b>37.73%</b>
Maintenance Salaries	44,130	45,482	1,352	266,008	181,929	(84,079)	48.74%
Maintenance Materials	14,918	24,498	9,580	145,329	97,993	(47,336)	49.44%
Maintenance Contract Costs	67,076	103,668	36,591	522,843	414,670	(108,173)	42.03%
Maintenance Fringe Benefits	95,947	20,601	(75,346)	73,897	82,404	8,507	29.89%
<b>Total Maintenance Costs</b>	<b>222,072</b>	<b>194,249</b>	<b>(27,823)</b>	<b>1,008,078</b>	<b>776,996</b>	<b>(231,082)</b>	<b>43.25%</b>
Protective Services	1,754	2,825	1,071	22,780	11,300	(11,480)	67.20%
Insurance-Liability/Property/Auto	19,301	37,682	18,382	114,201	150,729	36,528	25.26%
Other General Expenses	3,538	24,257	20,719	15,017	97,028	82,011	5.16%
PILOT	0	16,959	16,959	0	67,836	67,836	0.00%
Bad Debt - Tenant	0	5,583	5,583	0	22,333	22,333	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	16,059	17,167	1,108	80,295	68,667	(11,628)	38.98%
<b>Total Other Operating Expenses</b>	<b>40,651</b>	<b>104,473</b>	<b>63,822</b>	<b>232,292</b>	<b>417,893</b>	<b>185,600</b>	<b>18.53%</b>
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	2,012,092	1,851,075	(161,017)	10,016,458	7,404,301	(2,612,157)	45.09%
Fraud Losses	0	0	0	0	0	0	0.00%
<b>Total Other Costs</b>	<b>2,012,092</b>	<b>1,851,075</b>	<b>(161,017)</b>	<b>10,016,458</b>	<b>7,404,301</b>	<b>(2,612,157)</b>	<b>45.09%</b>
<b>TOTAL EXPENSES</b>	<b>2,672,521</b>	<b>2,716,030</b>	<b>43,509</b>	<b>13,713,155</b>	<b>10,864,121</b>	<b>(2,849,034)</b>	<b>42.04%</b>
<b>RETAINED EARNINGS</b>	<b>790,560</b>	<b>104,312</b>	<b>(686,247)</b>	<b>2,716,778</b>	<b>417,250</b>	<b>(1,349,129)</b>	<b>6.50%</b>

Housing Authority of the County of Butte  
BUSINESS ACTIVITIES INCOME STATEMENT  
February 28, 2025

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	% Used
Dwelling Rent	273,168	278,535	5,366	1,354,005	1,392,673	38,668	40.51%
Tenant Charges	2,274	2,340	66	30,678	11,698	(18,981)	109.27%
Laundry Revenue	932	1,485	553	6,432	7,425	993	36.09%
HUD Grant Revenue	0	0	0	0	0	0	0.00%
Other Grant Revenue	0	0	0	441,158	0	(441,158)	0.00%
Investment Income-unrestricted	7	7,077	7,070	37	35,385	35,349	0.04%
Investment Income - restricted	0	1,650	1,650	0	8,250	8,250	0.00%
Fraud Recovery	0	0	0	0	0	0	0.00%
Other Income	58,254	54,982	(3,272)	1,139,353	274,910	(864,443)	172.69%
<b>TOTAL REVENUES</b>	<b>334,635</b>	<b>346,068</b>	<b>11,433</b>	<b>2,971,663</b>	<b>1,730,340</b>	<b>(1,241,323)</b>	<b>71.56%</b>
Adminsitrative Employee Salaries	81,099	65,986	(15,113)	450,734	329,929	(120,805)	56.92%
Audit Fee	8,506	1,682	(6,824)	82,698	8,408	(74,289)	409.80%
Advertising & Marketing	442	708	266	2,502	3,540	1,038	29.45%
Admin Fringe Benefits & Taxes	28,552	36,235	7,683	144,711	181,174	36,463	33.28%
Office Expenses	10,319	3,693	(6,626)	197,716	18,465	(179,251)	446.16%
Legal Expenses	730	2,228	1,498	6,413	11,142	4,729	23.98%
Travel	1,057	3,041	1,984	10,800	15,203	4,403	29.60%
Allocated Overhead	(89,680)	24,116	113,796	(448,400)	120,578	568,979	-154.95%
Other Admin Expenses	38,234	26,547	(11,687)	289,696	132,735	(156,961)	90.94%
<b>Total Operating Admin Costs</b>	<b>79,259</b>	<b>164,235</b>	<b>84,976</b>	<b>736,869</b>	<b>821,175</b>	<b>84,306</b>	<b>0.00%</b>
Tenant Services - Salaries	0	0	0	0	0	0	0.00%
Relocation Costs	0	0	0	0	0	0	0.00%
Employee Benefits - Tenant Services	0	0	0	0	0	0	0.00%
Resident Services MISC	0	4,793	4,793	0	23,967	23,967	0.00%
<b>Total Tenant Services</b>	<b>0</b>	<b>4,793</b>	<b>4,793</b>	<b>0</b>	<b>23,967</b>	<b>23,967</b>	<b>0.00%</b>
Water	7,319	8,647	1,328	40,223	43,235	3,012	38.76%
Electricity	4,613	5,720	1,107	48,645	28,602	(20,043)	70.87%
Gas	2,079	4,308	2,229	15,122	21,539	6,418	29.25%
Sewer	7,607	8,378	771	42,926	41,891	(1,035)	42.70%
<b>Total Utilities - Project</b>	<b>21,618</b>	<b>27,053</b>	<b>5,436</b>	<b>146,916</b>	<b>135,267</b>	<b>(11,648)</b>	<b>45.25%</b>
Maintenance Salaries	12,033	9,528	(2,506)	86,752	47,639	(39,113)	75.88%
Maintenance Materials	14,463	13,540	(923)	137,532	67,700	(69,832)	84.65%
Maintenance Contract Costs	47,785	62,488	14,703	321,423	312,442	(8,982)	42.86%
Maintenance Fringe Benefits	4,560	467	(4,093)	4,795	2,333	(2,462)	85.63%
<b>Total Maintenance Costs</b>	<b>78,842</b>	<b>86,023</b>	<b>7,181</b>	<b>550,502</b>	<b>430,114</b>	<b>(120,388)</b>	<b>53.33%</b>
Protective Services	(1,199)	167	1,366	7,923	833	(7,090)	396.17%
Insurance-Liability/Property/Auto	19,301	19,270	(30)	114,201	96,352	(17,849)	49.39%
Other General Expenses	3,538	4,211	674	15,017	21,057	6,040	29.71%
PILOT	0	292	292	0	1,462	1,462	0.00%
Bad Debt - Tenant	0	1,417	1,417	0	7,083	7,083	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	16,059	542	(15,517)	80,295	2,708	(77,586)	1235.30%
<b>Total Other Operating Expenses</b>	<b>37,698</b>	<b>25,899</b>	<b>(11,799)</b>	<b>217,436</b>	<b>129,495</b>	<b>(87,941)</b>	<b>69.96%</b>
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	8,021	12,085	4,064	42,636	60,423	17,787	29.40%
Fraud Losses	0	0	0	0	0	0	0.00%
<b>Total Other Costs</b>	<b>8,021</b>	<b>12,085</b>	<b>4,064</b>	<b>42,636</b>	<b>60,423</b>	<b>17,787</b>	<b>29.40%</b>
<b>TOTAL EXPENSES</b>	<b>225,438</b>	<b>320,088</b>	<b>94,651</b>	<b>1,694,359</b>	<b>1,600,441</b>	<b>(93,918)</b>	<b>44.11%</b>
<b>RETAINED EARNINGS</b>	<b>109,197</b>	<b>25,980</b>		<b>1,277,304</b>	<b>129,899</b>		<b>27.45%</b>

Housing Authority of the County of Butte  
HOUSING-ALL INCOME STATEMENT  
February 28, 2025

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	41.67% % Used
Dwelling Rent	132,215	159,300	27,085	637,602	796,500	158,898	33.35%
Tenant Charges	2,316	3,333	1,017	31,212	16,667	(14,545)	78.03%
Laundry Revenue	885	1,333	449	3,962	6,667	2,705	24.76%
HUD Grant Revenue	133,897	126,072	(7,825)	615,102	630,360	15,258	40.66%
Other Grant Revenue	0	0	0	0	0	0	0.00%
Investment Income-unrestricted	0	383	383	0	1,917	1,917	0.00%
Investment Income - restricted	0	200	200	0	1,000	1,000	0.00%
Fraud Recovery	0	0	0	0	0	0	0.00%
Other Income	0	0	0	0	0	0	0.00%
<b>TOTAL REVENUES</b>	<b>269,313</b>	<b>290,622</b>	<b>21,309</b>	<b>1,287,878</b>	<b>1,453,110</b>	<b>165,232</b>	<b>36.93%</b>
Administrative Employee Salaries	52,540	40,522	(12,018)	279,518	202,608	(76,910)	57.48%
Audit Fee	0	267	267	0	1,333	1,333	0.00%
Advertising & Marketing	0	750	750	0	3,750	3,750	0.00%
Admin Fringe Benefits & Taxes	20,773	21,598	825	110,827	107,990	(2,837)	42.76%
Office Expenses	490	5,000	4,510	1,540	25,000	23,460	2.57%
Legal Expenses	325	1,250	925	8,151	6,250	(1,901)	54.34%
Travel	1,800	5,924	4,124	4,372	29,622	25,250	6.15%
Allocated Overhead	41,212	41,212	(0)	206,058	206,058	(0)	41.67%
Other Admin Expenses	2,745	4,870	2,125	20,783	24,350	3,568	35.56%
<b>Total Operating Admin Costs</b>	<b>119,885</b>	<b>121,392</b>	<b>1,507</b>	<b>631,249</b>	<b>606,962</b>	<b>(24,286)</b>	<b>43.33%</b>
Tenant Services - Salaries	0	0	0	0	0	0	0.00%
Relocation Costs	0	0	0	0	0	0	0.00%
Employee Benefits - Tenant Services	0	0	0	0	0	0	0.00%
Resident Services MISC	0	719	719	0	3,594	3,594	0.00%
<b>Total Tenant Services</b>	<b>0</b>	<b>719</b>	<b>719</b>	<b>0</b>	<b>3,594</b>	<b>3,594</b>	<b>0.00%</b>
Water	11,723	10,833	(890)	74,610	54,167	(20,443)	57.39%
Electricity	1,736	2,417	681	9,019	12,083	3,064	31.10%
Gas	1,185	500	(685)	4,290	2,500	(1,790)	71.50%
Sewer	3,921	11,775	7,854	20,544	58,875	38,331	14.54%
<b>Total Utilities - Project</b>	<b>18,565</b>	<b>25,525</b>	<b>6,960</b>	<b>108,463</b>	<b>127,625</b>	<b>19,162</b>	<b>35.41%</b>
Maintenance Salaries	32,097	35,454	3,357	179,256	177,272	(1,984)	42.13%
Maintenance Materials	146	10,417	10,270	6,511	52,083	45,572	5.21%
Maintenance Contract Costs	40,183	27,429	(12,754)	199,549	137,144	(62,405)	60.63%
Maintenance Fringe Benefits	18,961	19,854	894	69,102	99,272	30,170	29.00%
<b>Total Maintenance Costs</b>	<b>91,387</b>	<b>93,154</b>	<b>1,767</b>	<b>454,418</b>	<b>465,771</b>	<b>11,352</b>	<b>40.65%</b>
Protective Services	2,953	2,333	(620)	14,857	11,667	(3,190)	53.06%
Insurance-Liability/Property/Auto	0	16,822	16,822	0	84,110	84,110	0.00%
Other General Expenses	0	250	250	0	1,250	1,250	0.00%
PILOT	0	16,667	16,667	0	83,333	83,333	0.00%
Bad Debt - Tenant	0	4,167	4,167	0	20,833	20,833	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	0	6,650	6,650	0	33,250	33,250	0.00%
<b>Total Other Operating Expenses</b>	<b>2,953</b>	<b>46,889</b>	<b>43,936</b>	<b>14,857</b>	<b>234,443</b>	<b>219,586</b>	<b>2.64%</b>
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	2,261	0	(2,261)	11,713	0	(11,713)	0.00%
Fraud Losses	0	0	0	0	0	0	0.00%
<b>Total Other Costs</b>	<b>2,261</b>	<b>0</b>	<b>(2,261)</b>	<b>11,713</b>	<b>0</b>	<b>(11,713)</b>	<b>0.00%</b>
<b>TOTAL EXPENSES</b>	<b>235,052</b>	<b>287,679</b>	<b>52,627</b>	<b>1,220,700</b>	<b>1,438,395</b>	<b>217,695</b>	<b>35.36%</b>
<b>RETAINED EARNINGS</b>	<b>34,261</b>	<b>2,943</b>		<b>67,178</b>	<b>14,715</b>		<b>1.57%</b>

Housing Authority of the County of Butte  
CAPITAL FUNDS INCOME STATEMENT  
February 28, 2025

	Month to Date			Year to Date			YTD % 41.67%
	Actual	Budget	Remaining	Actual	Budget	Remaining	% Used
Dwelling Rent	0	0	0	0	0	0	0.00%
Tenant Charges	0	0	0	0	0	0	0.00%
Laundry Revenue	0	0	0	0	0	0	0.00%
HUD Grant Revenue	415,969	96,381	(319,588)	1,086,942	481,905	(605,037)	93.98%
Other Grant Revenue	0	0	0	0	0	0	0.00%
Investment Income-unrestricted	0	0	0	0	0	0	0.00%
Investment Income - restricted	0	0	0	0	0	0	0.00%
Fraud Recovery	0	0	0	0	0	0	0.00%
Other Income	0	0	0	0	0	0	0.00%
<b>TOTAL REVENUES</b>	<b>415,969</b>	<b>96,381</b>	<b>(319,588)</b>	<b>1,086,942</b>	<b>481,905</b>	<b>(605,037)</b>	<b>93.98%</b>
Administrative Employee Salaries	5,478	7,665	2,187	32,562	38,325	5,763	35.40%
Audit Fee	0	0	0	0	0	0	0.00%
Advertising & Marketing	0	0	0	0	0	0	0.00%
Admin Fringe Benefits & Taxes	2,435	4,085	1,650	9,379	20,427	11,048	19.13%
Office Expenses	0	333	333	0	1,667	1,667	0.00%
Legal Expenses	0	0	0	0	0	0	0.00%
Travel	0	143	143	0	716	716	0.00%
Allocated Overhead	1,850	1,850	0	9,250	9,250	0	0.00%
Other Admin Expenses	0	208	208	0	1,042	1,042	0.00%
<b>Total Operating Admin Costs</b>	<b>9,763</b>	<b>14,285</b>	<b>4,522</b>	<b>51,191</b>	<b>71,427</b>	<b>20,236</b>	<b>29.86%</b>
Tenant Services - Salaries	0	0	0	0	0	0	0.00%
Relocation Costs	0	0	0	0	0	0	0.00%
Employee Benefits - Tenant Services	0	0	0	0	0	0	0.00%
Resident Services	0	0	0	0	0	0	0.00%
<b>Total Tenant Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Water	0	0	0	0	0	0	0.00%
Electricity	0	0	0	0	0	0	0.00%
Gas	0	0	0	0	0	0	0.00%
Sewer	0	0	0	0	0	0	0.00%
<b>Total Utilities - Project</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Maintenance Salaries	0	0	0	0	0	0	0.00%
Maintenance Materials	0	0	0	0	0	0	0.00%
Maintenance Contract Costs	0	0	0	0	0	0	0.00%
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00%
<b>Total Maintenance Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Protective Services	0	0	0	0	0	0	0.00%
Insurance-Liability/Property/Auto	0	0	0	0	0	0	0.00%
Other General Expenses	0	0	0	0	0	0	0.00%
PILOT	0	0	0	0	0	0	0.00%
Bad Debt - Tenant	0	0	0	0	0	0	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	0	0	0	0	0	0	0.00%
<b>Total Other Operating Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	0	0	0	0	0	0	0.00%
Fraud Losses	0	0	0	0	0	0	0.00%
<b>Total Other Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL EXPENSES</b>	<b>9,763</b>	<b>14,285</b>	<b>4,522</b>	<b>51,191</b>	<b>71,427</b>	<b>20,236</b>	<b>14.75%</b>
<b>RETAINED EARNINGS</b>	<b>406,205</b>	<b>82,096</b>		<b>1,035,751</b>	<b>410,478</b>		<b>79.23%</b>

Housing Authority of the County of Butte  
SECTION 8 INCOME STATEMENT  
February 28, 2025

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	% Used
Dwelling Rent	0	0	0	0	0	0	0.00%
Tenant Charges	4,795	0	(4,795)	5,802	0	(5,802)	0.00%
Laundry Revenue	0	0	0	0	0	0	0.00%
HUD Grant Revenue	2,290,136	1,941,688	(348,448)	10,377,052	9,708,441	(668,611)	44.54%
Other Grant Revenue	0	0	336,265	0	0	672,530	0.00%
Investment Income-unrestricted	0	150	150	0	750	750	0.00%
Investment Income - restricted	0	4,167	4,167	0	20,833	20,833	0.00%
Fraud Recovery	3,310	4,167	857	18,657	20,833	2,176	37.31%
Other Income	23,935	625	(23,310)	103,088	3,125	(99,963)	1374.51%
<b>TOTAL REVENUES</b>	<b>2,322,176</b>	<b>1,950,797</b>	<b>(35,115)</b>	<b>10,504,599</b>	<b>9,753,983</b>	<b>(78,087)</b>	<b>44.87%</b>
Administrative Employee Salaries	53,646	65,148	11,502	317,749	325,742	7,992	40.64%
Audit Fee	0	1,675	1,675	0	8,375	8,375	0.00%
Advertising & Marketing	1,173	417	(756)	1,173	2,083	911	23.46%
Admin Fringe Benefits & Taxes	23,599	34,724	11,126	106,425	173,620	67,195	25.54%
Office Expenses	4,778	10,417	5,639	21,865	52,083	30,218	17.49%
Legal Expenses	1,939	1,250	(689)	16,447	6,250	(10,197)	109.65%
Travel	900	7,452	6,552	3,213	37,260	34,046	3.59%
Allocated Overhead	42,618	42,618	0	213,092	213,092	0	41.67%
Other Admin Expenses	9,422	20,855	11,433	27,006	104,273	77,266	10.79%
<b>Total Operating Admin Costs</b>	<b>138,074</b>	<b>184,556</b>	<b>46,481</b>	<b>706,971</b>	<b>922,778</b>	<b>215,807</b>	<b>31.92%</b>
Tenant Services - Salaries	0	0	0	0	0	0	0.00%
Relocation Costs	0	0	0	0	0	0	0.00%
Employee Benefits - Tenant Services	0	0	0	0	0	0	0.00%
Resident Services MISC	0	0	0	0	0	0	0.00%
<b>Total Tenant Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Water	0	133	133	0	667	667	0.00%
Electricity	0	2,758	2,758	0	13,792	13,792	0.00%
Gas	0	83	83	0	417	417	0.00%
Sewer	0	417	417	0	2,083	2,083	0.00%
<b>Total Utilities - Project</b>	<b>0</b>	<b>3,392</b>	<b>3,392</b>	<b>0</b>	<b>16,958</b>	<b>16,958</b>	<b>0.00%</b>
Maintenance Salaries	0	0	0	0	0	0	0.00%
Maintenance Materials	309	417	108	1,286	2,083	797	25.73%
Maintenance Contract Costs	330	917	586	1,871	4,583	2,712	17.01%
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00%
<b>Total Maintenance Costs</b>	<b>639</b>	<b>1,333</b>	<b>694</b>	<b>3,157</b>	<b>6,667</b>	<b>3,509</b>	<b>19.73%</b>
Protective Services	0	267	267	0	1,333	1,333	0.00%
Insurance-Liability/Property/Auto	0	455	455	0	2,275	2,275	0.00%
Other General Expenses	0	5,167	5,167	0	25,833	25,833	0.00%
PILOT	0	0	0	0	0	0	0.00%
Bad Debt - Tenant	0	0	0	0	0	0	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	0	9,975	9,975	0	49,875	49,875	0.00%
<b>Total Other Operating Expenses</b>	<b>0</b>	<b>15,863</b>	<b>15,863</b>	<b>0</b>	<b>79,317</b>	<b>79,317</b>	<b>0.00%</b>
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	1,896,922	1,742,365	(154,558)	9,435,057	8,711,823	(723,234)	45.13%
Fraud Losses	0	0	0	0	0	0	0.00%
<b>Total Other Costs</b>	<b>1,896,922</b>	<b>1,742,365</b>	<b>(154,558)</b>	<b>9,435,057</b>	<b>8,711,823</b>	<b>(723,234)</b>	<b>45.13%</b>
<b>TOTAL EXPENSES</b>	<b>2,035,636</b>	<b>1,947,508</b>	<b>(88,127)</b>	<b>10,145,186</b>	<b>9,737,542</b>	<b>(407,644)</b>	<b>43.41%</b>
<b>RETAINED EARNINGS</b>	<b>286,540</b>	<b>3,288</b>		<b>359,413</b>	<b>16,440</b>		<b>1.46%</b>



Housing Authority of the County of Butte  
EMERGENCY HOUSING VOUCHERS INCOME STATEMENT  
February 28, 2025

	Month to Date			Year to Date			YTD %
	Actual	Budget	Remaining	Actual	Budget	Remaining	41.67%
							% Used
Dwelling Rent	0	0	0	0	0	0	0.00%
Tenant Charges	(169)	0	169	(851)	0	851	0.00%
Laundry Revenue	0	0	0	0	0	0	0.00%
HUD Grant Revenue	120,989	117,798	(3,191)	550,062	588,990	38,928	38.91%
Other Grant Revenue	0	0	336,265	0	0	672,530	0.00%
Investment Income-unrestricted	0	0	0	0	0	0	0.00%
Investment Income - restricted	0	0	0	0	0	0	0.00%
Fraud Recovery	169	0	(169)	851	0	(851)	0.00%
Other Income	0	0	0	0	0	0	0.00%
<b>TOTAL REVENUES</b>	<b>120,989</b>	<b>117,798</b>	<b>333,074</b>	<b>550,062</b>	<b>588,990</b>	<b>711,458</b>	<b>38.91%</b>
Administrative Employee Salaries	0	0	0	0	0	0	0.00%
Audit Fee	0	125	125	0	625	625	0.00%
Advertising & Marketing	0	0	0	0	0	0	0.00%
Admin Fringe Benefits & Taxes	0	0	0	0	0	0	0.00%
Office Expenses	0	0	0	0	0	0	0.00%
Legal Expenses	38	0	(38)	77	0	(77)	0.00%
Travel	0	240	240	0	1,199	1,199	0.00%
Allocated Overhead	4,000	4,000	0	20,000	20,000	0	41.67%
Other Admin Expenses	2	951	948	29	4,753	4,724	0.25%
<b>Total Operating Admin Costs</b>	<b>4,041</b>	<b>5,315</b>	<b>1,275</b>	<b>20,106</b>	<b>26,577</b>	<b>6,471</b>	<b>31.52%</b>
Tenant Services - Salaries	5,919	4,910	(1,008)	30,657	24,552	(6,105)	52.03%
Relocation Costs	0	0	0	0	0	0	0.00%
Employee Benefits - Tenant Services	582	1,759	1,177	3,021	8,796	5,774	14.31%
Resident Services MISC	0	16,917	16,917	0	84,583	84,583	0.00%
<b>Total Tenant Services</b>	<b>6,501</b>	<b>23,586</b>	<b>17,086</b>	<b>33,679</b>	<b>117,931</b>	<b>84,253</b>	<b>11.90%</b>
Water	0	0	0	0	0	0	0.00%
Electricity	0	0	0	0	0	0	0.00%
Gas	0	0	0	0	0	0	0.00%
Sewer	0	0	0	0	0	0	0.00%
<b>Total Utilities - Project</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Maintenance Salaries	0	0	0	0	0	0	0.00%
Maintenance Materials	0	0	0	0	0	0	0.00%
Maintenance Contract Costs	0	0	0	0	0	0	0.00%
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00%
<b>Total Maintenance Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Protective Services	0	0	0	0	0	0	0.00%
Insurance-Liability/Property/Auto	0	0	0	0	0	0	0.00%
Other General Expenses	0	0	0	0	0	0	0.00%
PILOT	0	0	0	0	0	0	0.00%
Bad Debt - Tenant	0	0	0	0	0	0	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	0	0	0	0	0	0	0.00%
<b>Total Other Operating Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	104,888	88,896	(15,992)	527,053	444,481	(82,572)	49.41%
Fraud Losses	0	0	0	0	0	0	0.00%
<b>Total Other Costs</b>	<b>104,888</b>	<b>88,896</b>	<b>(15,992)</b>	<b>527,053</b>	<b>444,481</b>	<b>(82,572)</b>	<b>49.41%</b>
<b>TOTAL EXPENSES</b>	<b>115,429</b>	<b>117,798</b>	<b>2,368</b>	<b>580,837</b>	<b>588,989</b>	<b>8,152</b>	<b>41.09%</b>
<b>RETAINED EARNINGS</b>	<b>5,560</b>	<b>0</b>		<b>(30,775)</b>	<b>0</b>		<b>-2.18%</b>

Housing Authority of the County of Butte  
ROSS GRANT (FSS) INCOME STATEMENT  
February 28, 2025

	Month to Date			Year to Date			YTD % 41.67%
	Actual	Budget	Remaining	Actual	Budget	Remaining	% Used
Dwelling Rent	0	0	0	0	0	0	0.00%
Tenant Charges	0	0	0	0	0	0	0.00%
Laundry Revenue	0	0	0	0	0	0	0.00%
HUD Grant Revenue	0	7,197	7,197	28,789	35,986	7,197	33.33%
Other Grant Revenue	0	0	0	0	0	0	0.00%
Investment Income-unrestricted	0	0	0	0	0	0	0.00%
Investment Income - restricted	0	0	0	0	0	0	0.00%
Fraud Recovery	0	0	0	0	0	0	0.00%
Other Income	0	0	0	0	0	0	0.00%
<b>TOTAL REVENUES</b>	<b>0</b>	<b>7,197</b>	<b>7,197</b>	<b>28,789</b>	<b>35,986</b>	<b>7,197</b>	<b>33.33%</b>
Administrative Employee Salaries	0	0	0	0	0	0	0.00%
Audit Fee	0	0	0	0	0	0	0.00%
Advertising & Marketing	0	0	0	0	0	0	0.00%
Admin Fringe Benefits & Taxes	0	0	0	0	0	0	0.00%
Office Expenses	0	0	0	0	0	0	0.00%
Legal Expenses	0	0	0	0	0	0	0.00%
Travel	0	0	0	0	0	0	0.00%
Allocated Overhead	0	0	0	0	0	0	0.00%
Other Admin Expenses	0	0	0	0	0	0	0.00%
<b>Total Operating Admin Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Tenant Services - Salaries	0	4,837	4,837	19,049	24,183	5,134	32.82%
Relocation Costs	0	0	0	0	0	0	0.00%
Employee Benefits - Tenant Services	0	2,361	2,361	1,834	11,803	9,969	6.47%
Resident Services MISC	0	0	0	0	0	0	0.00%
<b>Total Tenant Services</b>	<b>0</b>	<b>7,197</b>	<b>7,197</b>	<b>20,883</b>	<b>35,986</b>	<b>15,103</b>	<b>24.18%</b>
Water	0	0	0	0	0	0	0.00%
Electricity	0	0	0	0	0	0	0.00%
Gas	0	0	0	0	0	0	0.00%
Sewer	0	0	0	0	0	0	0.00%
<b>Total Utilities - Project</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Maintenance Salaries	0	0	0	0	0	0	0.00%
Maintenance Materials	0	0	0	0	0	0	0.00%
Maintenance Contract Costs	0	0	0	0	0	0	0.00%
Maintenance Fringe Benefits	0	0	0	0	0	0	0.00%
<b>Total Maintenance Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Protective Services	0	0	0	0	0	0	0.00%
Insurance-Liability/Property/Auto	0	0	0	0	0	0	0.00%
Other General Expenses	0	0	0	0	0	0	0.00%
PILOT	0	0	0	0	0	0	0.00%
Bad Debt - Tenant	0	0	0	0	0	0	0.00%
Bad Debt - Other	0	0	0	0	0	0	0.00%
Interest Expense	0	0	0	0	0	0	0.00%
<b>Total Other Operating Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
Maintenance - Extraordinary	0	0	0	0	0	0	0.00%
Casualty Losses	0	0	0	0	0	0	0.00%
Housing Assistance Payments	0	0	0	0	0	0	0.00%
Fraud Losses	0	0	0	0	0	0	0.00%
<b>Total Other Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>0</b>	<b>7,197</b>	<b>7,197</b>	<b>20,883</b>	<b>35,986</b>	<b>15,103</b>	<b>24.18%</b>
<b>RETAINED EARNINGS</b>	<b>0</b>	<b>0</b>		<b>7,906</b>	<b>0</b>		<b>9.15%</b>

HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM  
CALENDAR YEAR 2025

HACB FINANCIAL DATA													
ADMINISTRATIVE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING ADMIN RESERVES	1,658,751	1,709,984	1,773,348	1,773,348	1,773,348	1,773,348	1,773,348	1,773,348	1,773,348	1,773,348	1,773,348	1,773,348	1,658,751
BEG. INVESTED IN CAPITAL ASSETS	0	0	0	0	0	0	0	0	0	0	0	0	0
HUD ADMIN FEE REVENUE	187,129	187,129	0	0	0	0	0	0	0	0	0	0	374,258
FRAUD RECOVERY	1,136	1,660	0	0	0	0	0	0	0	0	0	0	2,796
INTEREST INCOME / GAIN or LOSS INV	0	0	0	0	0	0	0	0	0	0	0	0	0
DEPRECIATION (reduces Capital Assets)	0	0	0	0	0	0	0	0	0	0	0	0	0
BAD DEBT-ADMIN / OPEB YE Adj	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE EXPENDITURES	-137,032	-125,425	0	0	0	0	0	0	0	0	0	0	-262,457
ENDING ADMIN RESERVE BALANCE	1,709,984	1,773,348	1,773,348	1,773,348	1,773,348	1,773,348	1,773,348	1,773,348	1,773,348	1,773,348	1,773,348	1,773,348	1,773,348
YTD Change in Admin.	51,233	114,597	114,597	114,597	114,597	114,597	114,597	114,597	114,597	114,597	114,597	114,597	114,597
HAP - Cash Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING HAP RESERVES	-146,796	-144,145	109,918	109,918	109,918	109,918	109,918	109,918	109,918	109,918	109,918	109,918	-146,796
HUD HAP REVENUE	1,841,622	2,103,007	0	0	0	0	0	0	0	0	0	0	3,944,629
FRAUD RECOVERY	1,136	1,660	0	0	0	0	0	0	0	0	0	0	2,796
FSS FORFEITURES	0	0	0	0	0	0	0	0	0	0	0	0	0
BAD DEBT-HAP	0	0	0	0	0	0	0	0	0	0	0	0	0
HOUSING ASSISTANCE PAYMENTS	-1,840,107	-1,850,604	0	0	0	0	0	0	0	0	0	0	-3,690,711
ENDING HAP RESERVE BALANCE	-144,145	109,918	109,918	109,918	109,918	109,918	109,918	109,918	109,918	109,918	109,918	109,918	109,918
YTD Change in HAP	2,651	256,714	256,714	256,714	256,714	256,714	256,714	256,714	256,714	256,714	256,714	256,714	256,714
HUD VOUCHER MGMT SYSTEM DATA (Incl. Accrued HAP Exp)													
HAP - Accrual Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
HAP BUDGET (Funding + Reserves)	1,699,725	1,699,725	1,699,725	1,699,725	1,699,725	1,699,725	1,699,725	1,699,725	1,699,725	1,699,725	1,699,725	1,699,725	20,396,695
HAP EXPENDITURES (Current Month)	1,977,139	1,976,029	0	0	0	0	0	0	0	0	0	0	3,953,168
CY 2024 HAP BUDGET UTILIZATION	116%	116%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	19%
BUDGET AVAILABLE (YTD)	1,699,725	1,699,725	1,699,725	1,699,725	1,699,725	1,699,725	1,699,725	1,699,725	1,699,725	1,699,725	1,699,725	1,699,725	22,096,420
TOTAL HAP EXPENDITURES (YTD)	1,977,139	1,976,029	0	0	0	0	0	0	0	0	0	0	3,953,168
BUDGET REMAINING (YTD)	(277,414)	(276,304)	1,699,725	1,699,725	1,699,725	1,699,725	1,699,725	1,699,725	1,699,725	1,699,725	1,699,725	1,699,725	18,143,252
UNITS LEASED SUMMARY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
UNITS LEASED (1st of Mo.)	2,152	2,146	0	0	0	0	0	0	0	0	0	0	4,298
UNIT MONTH'S AVAILABLE	2,264	2,264	0	0	0	0	0	0	0	0	0	0	4,528
OVER or (UNDER) LEASED	-112	-118	0	0	0	0	0	0	0	0	0	0	-230
CY 2025 VOUCHER UTILIZATION	95%	95%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	95%
CY 2024 VOUCHER UTILIZATION	98%	98%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	98%
CY 2025 AVERAGE HAP	919	921	0	0	0	0	0	0	0	0	0	0	1840
CY 2024 AVERAGE HAP	807	824	0	0	0	0	0	0	0	0	0	0	1630

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE**

**HOUSING CHOICE VOUCHER (SECTION 8)**

**UTILIZATION SUMMARY REPORT**

**ROLLING 12 MONTH ANALYSIS**

UNITS LEASED SUMMARY	APR'25	MAR'25	FEB'25	JAN'25	DEC'24	NOV'24	OCT'24	SEP'24	AUG'24	JUL'24	JUN'24	MAY'24
<b>BUTTE</b>												
ACC UNIT MONTHS	1983	1983	1983	1983	1983	1983	1983	1983	1983	1983	1973	1973
CURRENT LEASED	1856	1872	1883	1889	1902	1905	1917	1932	1981	1975	1958	1981
VOUCHER UTILIZATION %	93.60%	94.40%	94.96%	95.26%	95.92%	96.07%	96.67%	97.43%	99.90%	99.60%	99.24%	100.41%
<b>GLENN</b>												
ACC UNIT MONTHS	87	87	87	87	87	87	87	87	87	87	87	87
CURRENT LEASED	105	106	105	105	102	103	106	81	77	78	76	77
VOUCHER UTILIZATION %	120.69%	121.84%	120.69%	120.69%	117.24%	118.39%	121.84%	93.10%	88.51%	89.66%	87.36%	88.51%
<b>VASH</b>												
ACC UNIT MONTHS	214	214	194	194	194	194	194	194	194	194	194	194
CURRENT LEASED	156	154	157	158	161	161	161	162	166	165	165	168
VOUCHER UTILIZATION %	72.90%	71.96%	80.93%	81.44%	82.99%	82.99%	82.99%	83.51%	85.57%	85.05%	85.05%	86.60%
<b>TOTAL</b>												
ACC UNIT MONTHS	2284	2284	2264	2264	2264	2264	2264	2264	2264	2264	2254	2254
CURRENT LEASED	2117	2132	2145	2152	2165	2169	2184	2175	2224	2218	2199	2226
VOUCHER UTILIZATION %	92.69%	93.35%	94.74%	95.05%	95.63%	95.80%	96.47%	96.07%	98.23%	97.97%	97.56%	98.76%

HAP SUMMARY*	APR'25	MAR'25	FEB'25	JAN'25	DEC'24	NOV'24	OCT'24	SEP'24	AUG'24	JUL'24	JUN'24	MAY'24
ACC BUDGET	\$ 1,826,456	\$ 1,826,456	\$ 1,826,456	\$ 1,826,456	\$ 1,741,160	\$ 1,741,160	\$ 1,741,160	\$ 1,741,160	\$ 1,741,160	\$ 1,741,160	\$ 1,741,160	\$ 1,741,160
ACTUAL HAP	\$ 1,805,089	\$ 1,831,652	\$ 1,854,868	\$ 1,840,107	\$ 1,833,751	\$ 1,830,833	\$ 1,825,578	\$ 1,825,417	\$ 1,829,383	\$ 1,803,139	\$ 1,777,482	\$ 1,768,946
PER UNIT COST	\$ 853	\$ 859	\$ 865	\$ 855	\$ 847	\$ 844	\$ 836	\$ 839	\$ 823	\$ 813	\$ 808	\$ 795
BUDGET UTILIZATION %	98.83%	100.28%	101.56%	100.75%	105.32%	105.15%	104.85%	104.84%	105.07%	103.56%	102.09%	101.60%

ACTIVITY SUMMARY	APR'25	MAR'25	FEB'25	JAN'25	DEC'24	NOV'24	OCT'24	SEP'24	AUG'24	JUL'24	JUN'24	MAY'24
# PORT IN BILLED	26	24	23	20	19	15	13	11	7	4	2	2
#PORT OUT UNDER CONTRACT	73	73	71	71	66	63	62	52	56	57	57	56
ZERO HAP	8	8	7	8	10	9	11	12	10	11	12	13
UTILITY ASSISTANCE PAYMENTS	122	119	125	150	121	134	125	137	137	117	112	116
NEW ADMISSIONS	**	8	5	5	0	9	3	3	11	30	1	3
INITIAL VOUCHERS SEARCHING	16	5	5	3	3	1	1	4	4	4	5	13
ACTUAL/ESTIMATED EOP	18	10	19	10	12	14	24	18	24	21	21	25
REMAIN ON WAITING LIST	1501	1501	1501	1501	1501	1501	1501	1501	1501	1501	1501	1501

\*HAP Summary is a "snapshot" as of the 1st of the month, which does not include prior month adjustments per VMS.

\*\*No data.

HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
SECTION 8 EMERGENCY HOUSING CHOICE VOUCHER PROGRAM  
CALENDAR YEAR 2025

HACB FINANCIAL DATA													
ADMINISTRATIVE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING ADMIN RESERVES	334,096	331,086	330,040	330,040	330,040	330,040	330,040	330,040	330,040	330,040	330,040	330,040	334,096
BEG. INVESTED IN CAPITAL ASSETS	0	0	0	0	0	0	0	0	0	0	0	0	0
HUD EHV ADMIN FEE REVENUE	10,586	10,587	0	0	0	0	0	0	0	0	0	0	21,173
ADMINISTRATIVE EXPENDITURES	-13,596	-11,633	0	0	0	0	0	0	0	0	0	0	-25,229
ENDING ADMIN RESERVE BALANCE	331,086	330,040	330,040	330,040	330,040	330,040	330,040	330,040	330,040	330,040	330,040	330,040	330,040
YTD Change in Admin.	-3,010	-4,056	-4,056	-4,056	-4,056	-4,056	-4,056	-4,056	-4,056	-4,056	-4,056	-4,056	-4,056
HAP - Cash Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING HAP RESERVES	250,677	259,619	270,632	270,632	270,632	270,632	270,632	270,632	270,632	270,632	270,632	270,632	250,677
HUD EHV HAP REVENUE	110,401	110,402	0	0	0	0	0	0	0	0	0	0	220,503
HOUSING ASSISTANCE PAYMENTS	-101,459	-99,389	0	0	0	0	0	0	0	0	0	0	-200,848
ENDING HAP RESERVE BALANCE	259,619	270,632	270,632	270,632	270,632	270,632	270,632	270,632	270,632	270,632	270,632	270,632	270,332
YTD Change in HAP	8,942	19,955	19,955	19,955	19,955	19,955	19,955	19,955	19,955	19,955	19,955	19,955	19,655
HUD VOUCHER MGMT SYSTEM DATA (Incl. Accrued HAP Exp)													
HAP - Accrual Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
HAP BUDGET (Funding + Reserves)	111,519	111,519	111,519	111,519	111,519	111,519	111,519	111,519	111,519	111,519	111,519	111,519	1,338,222
HAP EXPENDITURES (Current Month)	115,055	111,022	0	0	0	0	0	0	0	0	0	0	226,077
CY 2024 EHV HAP BUDGET UTILIZATION	103%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	17%
BUDGET AVAILABLE (YTD)	111,519	111,519	111,519	111,519	111,519	111,519	111,519	111,519	111,519	111,519	111,519	111,519	1,449,741
TOTAL HAP EXPENDITURES (YTD)	115,055	111,022	0	0	0	0	0	0	0	0	0	0	226,077
BUDGET REMAINING (YTD)	(3,536)	497	111,519	111,519	111,519	111,519	111,519	111,519	111,519	111,519	111,519	111,519	1,223,664
UNITS LEASED SUMMARY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
UNITS LEASED (1st of Mo.)	106	106	0	0	0	0	0	0	0	0	0	0	212
UNIT MONTH'S AVAILABLE	98	98	0	0	0	0	0	0	0	0	0	0	196
OVER or (UNDER) LEASED	8	8	0	0	0	0	0	0	0	0	0	0	16
CY 2025 VOUCHER UTILIZATION	108%	108%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	108%
CY 2024 VOUCHER UTILIZATION	99%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%
CY 2025 AVERAGE HAP	1085	1047	0	0	0	0	0	0	0	0	0	0	1066
CY 2024 AVERAGE HAP	941	1006	0	0	0	0	0	0	0	0	0	0	1006

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
VACANCY REPORT AS OF THE 1ST OF THE MONTH  
2025**

HOUSING AUTHORITY OWNED PROPERTIES													
Gridley FLH			Open Market Units										
Location	FLH	Demo	Other	Gridley Springs II	Cameo	Locust	Alamont	Evanswood	Kathy Ct	Lincoln	Park Place	Total	Occupancy
# of Units	115*	6	1****	24	20	10	30	31	0 (12)***	18	40	173	%
Apr-25	12**	0	1****	0	0	0	0	0	12***	0	0	0	100.0%
Mar-25	13**	0	1****	2	1	0	0	0	12***	0	1	2	98.9%
Feb-25	14**	0	1****	3	1	0	0	0	12***	0	2	3	98.3%
Jan-25	12**	0	1****	2	0	0	0	1	12***	0	2	3	98.3%
Dec-24	12**	0	1****	1	2	0	0	2	12***	0	1	5	97.1%
Nov-24	12**	0	1****	0	2	0	0	2	12***	0	1	5	97.1%
Oct-24	12**	0	1****	2	2	0	1	2	12***	0	0	5	97.1%
Sep-24	12**	0	1****	2	1	0	2	2	12***	1	0	6	96.6%
Aug-24	12**	0	1****	1	1	0	1	1	12***	1	0	4	97.7%
Jul-24	11**	0	1****	1	0	0	2	0	12***	0	0	2	98.9%
Jun-24	12**	0	1****	0	0	0	0	0	12***	1	0	1	99.4%
May-24	13**	0	1****	1	0	0	0	0	12***	1	1	2	98.9%
Apr-24	13**	0	1****	1	1	0	0	0	12***	1	0	2	98.9%

\* Unit count adjusted by units offline - (18) uninhabitable and (8) less units due to rehab reconfiguration.

\*\* Vacancy rate does not include units offline for construction; (8) units.

\*\*\* Full vacancy; (12) units, due to Camp Fire loss.

\*\*\*\* Laurel Street house donated as of 1/25/2024.

HUD LOW-INCOME PUBLIC HOUSING									
Location	Gridley	Biggs	Chico	Oroville	Chico	Oroville	Oroville	Total	Occupancy
Project #	43-1, 4	43-2	43-3	43-10	43-13	43-14	43-15		
# of Units	50	20	100	60	45	20	50	345	%
Apr-25	4	2	3	1	5	0	0	15	95.7%
Mar-25	4	2	3	1	4	0	0	14	95.9%
Feb-25	3	1	2	1	3	2	0	12	96.5%
Jan-25	4	2	3	2	2	2	2	17	95.1%
Dec-24	4	2	2	2	1	2	1	14	95.9%
Nov-24	3	2	3	1	1	1	2	13	96.2%
Oct-24	2	1	3	1	2	1	3	13	96.2%
Sep-24	2	2	2	2	3	1	2	14	95.9%
Aug-24	2	3	2	2	3	2	1	15	95.7%
Jul-24	2	4	2	1	5	1	2	17	95.1%
Jun-24	1	2	3	1	5	2	3	17	95.1%
May-24	1	2	2	1	3	4	3	16	95.4%
Apr-24	1	2	2	1	2	5	1	14	95.9%

BANYARD MGMT	
Location	Chico Commons
# of Units	72
Apr-25	10
Mar-25	11
Feb-25	12
Jan-25	8
Dec-24	8
Nov-24	7
Oct-24	8
Sep-24	9
Aug-24	9
Jul-24	7
Jun-24	7
May-24	9
Apr-24	8

BCAHDC				
Location	1200 Park Ave	Gridley Springs I	Harvest Park	Walker Commons
# of Units	107	32	90	56
Apr-25	6	0	2	3
Mar-25	7	0	2	3
Feb-25	8	0	2	1
Jan-25	8	0	2	2
Dec-24	9	0	1	2
Nov-24	7	1	2	0
Oct-24	8	0	1	0
Sep-24	8	0	1	1
Aug-24	11	0	2	1
Jul-24	6	0	1	0
Jun-24	4	0	1	0
May-24	4	1	0	1
Apr-24	4	2	2	1

## Public Housing

### Waiting List: Number of Applicants

Bedroom Size	Chico	est wait	Oroville	est wait	Gridley/Biggs	est wait
1	10 Transfer list	6+	1726	6+	1396	6+
2	2612	3+			646	2+
3	636	2+	609	2+	383	2+
4	240	5+			118	4+
5					30	5+

\* Chico 1-bedroom waiting list closed 06-15-09

\*\*Only 1 5-bedroom unit. Est wait would be based on when the family plans to move out

### Waiting List: Number of ADA Requested Units

Bedroom Size	Chico	# PH	Oroville	# PH	Gridley/Biggs	# PH
1	0	3	366	3	264	2
2	357	7			44	
3	24	2	29	6	17	
4	7	4+			5	
5					1	

## MEMO

Date: April 11, 2025

To: HACB Board of Commissioners

From: Taylor Gonzalez, Project Manager

Subject: Status of HACB Construction Projects

As of April 11, 2025, the status of HACB construction activity follows:

### **2020A Bond – Activities:**

- To date, **\$8,700,117** (which includes \$598,293 of pending payments to Mayer Commons general contractor) has been expended, representing approximately **92%** of the project fund. Expenses include the Property Condition Assessment Repairs completed at the six properties that were used to leverage the bond proceeds, and the larger scale capital improvement projects listed below. Larger bond disbursements are expected to continue as the CDBG-DR funds for Mayer Commons are now fully expended, and as the Lincoln Stair and Second Floor Walkway Repair project has commenced.

### **Mayer Commons (formerly Kathy Court Apartments), Paradise:**

- The building's completion and occupancy will be delayed due to an issue with the cabinets that were delivered and installed. During a site walkthrough, the architect identified that the cabinets do not meet the required specifications, which call for both concealed and exposed sides to be made of plywood. The installed cabinets are constructed from MDF (particle board) and are already showing signs of damage. Plywood was specified for its durability, and the MDF cabinets have several issues, including cracks in multiple areas, misaligned corners due to poor material quality and construction, and excessive glue in visible spots.
- The general contractor is actively collaborating with the cabinet supplier to resolve the issue. Once a solution is found, the updated completion schedule will be provided.
- Interior work is moving forward despite the setbacks encountered by the cabinets. Flooring installation, low voltage trim-out, and HVAC startup is underway. Additionally, the construction team intends on performing a fire alarm final inspection with the Town of Paradise Mid-April.
- Exterior work is moving forward as scheduled. The site concrete work and installation of the site perimeter fencing has been completed. Landscaping and irrigation work are currently underway along with the parking lot asphalt overlay.
- The 'Tot Lot' play equipment is expected to be delivered to the site in mid-April. Installation will begin once the equipment arrives, followed by the installation of the poured-in-place rubber fall surfacing after the play equipment is completed. HACB staff will then need to arrange for a certified inspector to verify that the play equipment has been properly installed and is ready for use by residents.
- HACB staff, Town of Paradise staff, and RSC Associates, the third-party property manager, continue to collaborate on pre-leasing activities.

*April 11, 2025  
HACB Construction Status Memo  
pg. 1*





*Photo of overall progress*



*'Tot Lot' ready for equipment installation*



*Parking lot asphalt overlay in process*



*Irrigation installation in process*



*Irrigation installation in process*

*April 11, 2025  
HACB Construction Status Memo  
pg. 2*





*Exterior paint touch-up in process*



*Unit meter installation by PG&E complete*



*Fire alarm installation complete*



*Flooring installation in process*



*Flooring installation in process*



*Photo of cabinet with damage and MDF sides*

*April 11, 2025  
HACB Construction Status Memo  
pg. 3*

**Lincoln Apartments, Chico:** *Exterior Rehabilitation including repairs to the upper level walkway and staircases, painting of the building exterior, and replacement of the existing aluminum framed, single pane windows and electrical subpanels at the interior of each unit.*

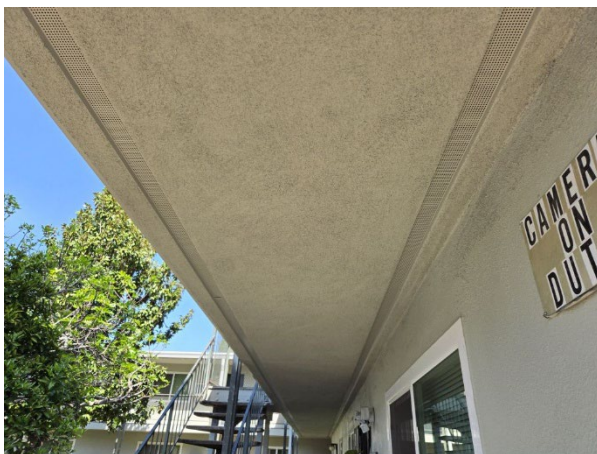
- Rehabilitation work has been delayed due to adverse weather conditions and setbacks caused by the general contractor, which disrupted the planned schedule. As a result, HACB staff and the architect have directed the general contractor to complete the work by the end of April.
- The repairs to the wood framing and the reconstruction of the two stair landings have been completed, along with the installation of new vents, the stucco fascia, soffit and patchwork along with paint matching.
- Remaining rehabilitation work includes finishing the new walkway deck coating which is expected to commence Mid-April.
- Final completion is slated for late-April.
- Once the rehabilitation work is complete, the third-party property manager will coordinate the repainting of the remaining areas of the building through normal operating funds.



*Stucco fascia complete and painted*



*Stair landing reconstruction complete*



*Stucco soffit complete and painted to match*



*Stucco patch, flashing and paint match complete*

*April 11, 2025  
HACB Construction Status Memo  
pg. 4*



**Fogg Avenue Apartments, Oroville:** *Development Initiative (1+ acre lot with single-family home).*

- The vacant lot is fully fenced, and the site is secure in anticipation of future development work.
- HACB staff is currently working to procure a design professional to complete the construction drawings, which will be used to obtain permits, and eventually procure a general contractor once funding is identified.
- In late March HCD formally announced 2020 CDBG-DR MPH awards, and while four Butte County projects were awarded funds, the Fogg Avenue Apartments was not one of them.
- Despite this, HACB staff continue to dedicate efforts to exploring and pursuing all available funding opportunities to fulfil the \$9.7 million project budget.

**Park Place Apartments, Oroville:** *Exterior Site Rehabilitation with emphasis on an Accessible Path of Travel, replacement of the pergola, and Community Room improvements, including the addition of an accessible bathroom and kitchenette.*

- Once the Lincoln Apartments, Chico rehabilitation work is complete, remaining bond funds will be directed to improvements at Park Place Apartments, Oroville.
- PG&E has reached out to HACB Staff to discuss an upcoming compliance and safety project along Myers Street. The project involves replacing all existing gas service lines currently on the HACB property and subsequently recording new public utility easements where none currently exist. Executed Easement documentation was provided to PG&E in December, 2024.
- To ensure a mutually beneficial project, HACB staff has provided PG&E a Cooperation Agreement in December, 2024.

**Farm Labor Housing, Gridley:** *State Water Board Backup Generator Funding Program*

- The Rural Community Assistance Corporation (RCAC) is currently working through their internal approval process to implement the recommendations of the engineering team. Upon approval, the next step will be to prepare detailed construction drawings to facilitate the bidding and construction phases of the project.
- As of this writing, RCAC is still awaiting internal approval to proceed with the next phase of the project.
- An accurate project timeline can be established once internal approval comes from RCAC and the next phases of the project commence.



*FLH Wellhead*

*April 11, 2025  
HACB Construction Status Memo  
pg. 5*

**HACB Main Office Tenant Improvement Project, Chico:** *Construction of new partition walls to create a new Section 8 and Accounting Office, along with improvements to the accessible pathway, as required by code.*

- The construction drawings (plans and specifications) are being completed by HMR Architects, and as of this writing are nearly complete. It is anticipated that the plans will be completed Mid-April and subsequently turned into the City of Chico Building Department for plan review.
- Once plan review is complete, HACB staff will solicit bids from general contractors.

*April 11, 2025  
HACB Construction Status Memo  
pg. 6*

## 12 Month HACB Construction Project Schedule - April, 2025

		Budgeted Amount	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
	Lincoln Apartments, Chico													
	Stair and Second Floor Walkway Repair Project	\$530,683												
	Park Place Apartments, Oroville													
	Community Building Renovation and Site Improvements	\$649,038												
	Mayer Commons (Kathy Court Apartments) Paradise													
	Replacement Project	\$6,738,294												
	HACB Main Office													
	Tenant Improvement Project	\$59,850												
	Fogg Avenue Apartments, Oroville													
	Design Development and Construction Drawings	\$450,000												
	Seek Funding and Grant Application Preparation	\$50,000												
	Farm Labor Housing, Gridley													
	Well 03 Backup Generator Installation (Grant Funded)	\$411,637												
Total next 12 months:		\$8,889,502												

	Design/Bid Phase
	Construction Phase
	Completed

## MEMO

Date: April 11, 2025

To: HACB Board of Commissioners

From: Sheri Bouvier, Contracts Administrator

Subject: Capital Fund Construction Projects – Status Update

As of April 11, 2025, the following summarizes the status of current HACB Capital Fund construction activities:

### **Roof Replacement – 16 roofs in Chico (43-03)**

- IFB issued 1/6/25.
- Contract awarded to: Michael A. Roberts Construction for \$189,150.00
- Status: 13 of the 16 are complete. Remaining 3 estimated to be complete by 4/16/25

### **HVAC Replacement – Winston Gardens: 20 HVAC to replace aged/failing equipment**

- IFB issued 1/6/25.
- Contract awarded to Expert In Your Home for \$178,550.00
- Status: Work scheduled to begin April 28, 2025

### **Exterior Trim Painting – Oroville (43-15, 43-14)**

- IFB issued 11/12/24.
- Contract awarded to: HB Restoration for \$78,250.00
- Status: Painting the stucco at Casey and Gardella this week and next. Punch walk in two weeks.

### **Five-Year Environmental Review – All Sites**

- RFP issued 8/27/24.
- Contract awarded to: E-Corp selected \$48,509.50
- Status: Final report complete. Next step - final publication and upload to HEROS.

### **HUD Safety & Security Grant – Winston Gardens (43-10)**

- IFB issued: 8/15/2024
- Contract awarded to: Birchard Construction for \$496,711.00
- Status Update: Access control motors are in. Security cameras are being installed. Back gate posts in next week. Completion estimated at end of April.

### **RFQ – Civil Engineering Services: Indefinite Quantity/Indefinite Delivery Contract**

- RFQ issued: 2/19/2025
- Contracts awarded to: NorthStar and Haling & Associates for NTE \$50,000.00
- Status: Awarded 4/9/2025. Gathering documents needed for contracts.

### **Asbestos Floor Tile Abatement – All Sites**

- Ongoing during unit turnover. 162 of 232 units completed

### **Detailed Capital Fund Activity by Capital Fund Project:**

#### **Capital Fund 2022, Funding Amount \$1,117,056.00 to be expended by May 11, 2026**

This Capital Fund is 100% obligated and 99.61% expended.

- ACM Tile Replacement – All concrete-block units – ongoing
- HVAC Replacement Chico – Replace 35 HVAC unit which reached the end of their useful life. Completed
- Roof Replacements – Replace 70 roofs at 43-14 and 43-15 in Oroville. Replace aging and failing roofing systems fascia, soffit, gutters and downspouts, in progress. Completed
- Architect Services – HMR to design plans for Safety and Security Improvements at Winston Gardens, in progress. Completed

#### **Capital Fund 2023, Funding Amount \$1,147,379.00 to be expended by May 11, 2026**

This Capital Fund is 94% obligated and 61% expended.

- ACM Tile Replacement – All concrete-block units – ongoing
- Paint Trim - at 43-14 and 43-15 in Oroville
- Fencing – add additional wrought iron fencing and access control systems to the perimeter of the property.
- Exterior Lighting – Upgrade exterior grounds and parking lot pole lighting to LED
- Security Camera – Install security cameras to the grounds and interior of the community room
- Access Control System – Install vehicle and pedestrian gates at Winston Gardens
- HVAC Replacement – Replace 20 HVAC unit which reached the end of their useful life
- Roof Replacement – Replace 15 roofs which reached the end of their useful life

#### **Capital Fund 2023E, Safety and Security Grant for Winston Gardens, Funding Amount \$225,639.00 to be expended by September 17, 2025**

This Capital Fund is 100% obligated and 57.59% expended.

- Fencing – add additional wrought iron fencing and access control systems to the perimeter of the property.
- Exterior Lighting – Upgrade exterior grounds and parking lot pole lighting to LED
- Security Camera – Install security cameras to the grounds and interior of the community room
- Access Control System – Install vehicle and pedestrian gates at Winston Gardens

#### **Capital Fund 2024, Funding Amount \$1,159,420.00 to be expended by May 5, 2028**

This Capital Fund is 29.93% obligated and 29.93% expended.

- HVAC Replacement Project– Select units, replace HVAC units which have reached the end of their useful life, in planning



- Bathroom Tub/Shower Remodel – Select concrete block units, in planning
- Paint – at 43-10 in Oroville – Select units in phases, in planning
- New Monument Signs – replace monuments signs at Rhodes Terrance and Shelton Oaks
- Paint – 2039 Forest Ave., HACB main office building and monument sign

Housing Authority of the County of Butte

HUD Low Income Public Housing

### Capital Fund Program - Summary by Capital Fund Project

Cash Available as of 4/11/2025

Capital Funds CF-22, CF-23, CF-23E, CF-24

			CF-22			CF-23			CF-23E Safety and Security Grant			CF-24			Totals		
			Original	Obligated	Expended	Original	Obligated	Expended	Original	Obligated	Expended	Original	Obligated	Expended	Orig/Revised	Expended	Balance
Line No.	Summary by Development Account																
	Total Non-CGP Funds																
1	100	Reserved Budget	3,800.00			3,601.00						-			11,554.00	-	11,554.00
2	1406	Operations (25% Max)	58,149.00	58,149.00	58,149.00	45,668.00	45,668.00	45,668.00				231,314.00	231,314.00	231,314.00	481,817.00	479,207.75	2,609.25
3	1408	Management Improvements				5,000.00						5,000.00	-	-	12,000.00	1,883.79	10,116.21
4	1410	Administration (10% Max)	111,325.00	111,325.00	111,325.00	91,336.00	91,336.00	91,336.00				115,657.00	115,657.00	115,657.00	578,029.00	578,474.00	(445.00)
14	1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment															
			943,782.00	947,582.00	943,223.67	1,001,774.00	937,185.64	557,351.87	225,639.00	225,639.00	129,951.41	807,449.00			5,171,832.00	3,830,148.41	1,341,683.59
			1,117,056.00	1,117,056.00	1,112,697.67	1,147,379.00	1,074,189.64	694,355.87	225,639.00	225,639.00	129,951.41	1,159,420.00	346,971.00	346,971.00	6,255,232.00	4,889,713.95	1,365,518.05
			100.00%		99.61%		94%	61%	100.00%		57.59%		29.93%	29.93%			

HUD Low Income Public Housing

**Capital Fund Program Summary - Projects Proposed or Under Contract**

		100 Reserved Budget	1406 Operations	1408 Mgmt. Improvements	1410 Admin	1480 General Capital Activity	Totals	"UC" Under Contract
Acct Code	Cash Available as of 4/11/2025	11,554.00	2,609.25	10,116.21	(445.00)	1,341,683.59	1,365,518.05	
	CF-22, CF-23, CF-23E, CF-24 Funding							
100	Reserved Budget	11,554.00					11,554.00	
1406	Operations		2,609.25				2,609.25	
1408	Management Improvements			10,116.21			10,116.21	
1410	Administration				(445.00)		(445.00)	
1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment					1,341,683.59	1,341,683.59	
							1,365,518.05	Total
		0.00	0.00	0.00	0.00	0.00	0.00	

## MEMO

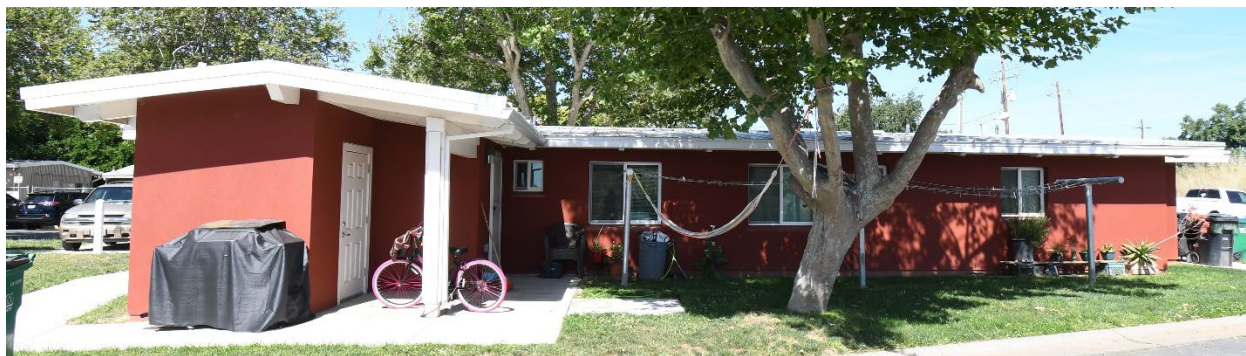
Date: April 11, 2025

To: HACB Board of Commissioners

From: Juan Meza, Public Housing Manager  
Taylor Gonzalez, Project Manager

Subject: Farm Labor Housing, Gridley – status report

As of April 1<sup>st</sup>, there's a total of (77) occupied units. There were no move-out's and (1) move-in during the month of March. A total of (12) concrete block units are vacant and are rent ready. (18) units are deemed uninhabitable, and (8) are offline, waiting for the next phase renovation. All of the remodeled units are currently occupied. **As residents move-out of the old 1930's-era wooden units the total number of units available for occupancy decreases as they are designated "Uninhabitable" with USDA-RD.** There are no pending unlawful detainers or intent to vacate notices at this time. Unpaid rents – there are several and AWI is in the process of collecting.



*Renovated 1980's era Concrete Block Housing*

AWI staff continue their marketing efforts. There are several applicants on the waiting list at this time, and AWI has brought in additional staff to help expedite turns. Marketing includes distribution of flyers to local farms and businesses, a listing on Craig's List, and \$100 referral reward coupons to residents who make successful referrals. AWI is also offering a one-month free rent move-in special for all applicants as well as installing new refrigerators in vacant units that don't currently have one to entice applicants to apply and eventually move-in.

Monthly rental income came in at \$6,714 less than budget at \$100,596.33. Monthly income is down due to vacancy loss being a little over \$4,200 more than what was budgeted for the month. Monthly expenses are \$20,804 less than budget at \$85,441 bring our Net Profit higher than budget at \$15,155.00.

AWI has not yet heard back from USDA-RD in regards to their request for a waiver to house non-farm labor households. The Market Study submitted to USDA-RD for review indicates there's a lack of farm workers in the area that meet the 514 criteria in order to house them at GFLH. The waiver request would permit occupancy by over-income and/or non-farm labor households, and

allow current over-income residents to remain in their home helping decrease the vacancy on the property.

Chavarria's Landscaping continues to service the landscaping needs of the property. AWI staff are in the process of obtaining bids for painting the exterior of the maintenance building, replacing the golf cart/batteries, and doing the in-house renovation of (2-4) rental units.



*Unrenovated 1980's era Concrete-block Unit*

Mi C.A.S.A.'s monthly food distribution was held on April 8<sup>th</sup>, 2025. Mi CASA's Spring Session is half way through, and staff will conclude classes in the month of June, 2025. Staff is reporting that they have (35-40) students attending classes on a daily basis. For the 2025 NAHRO "What Home Means to Me" poster contest we received several entries from Mi C.A.S.A. students which were voted on by HACB staff and Board members to determine which entry would be presented at the NorCal/Nevada NAHRO conference that was held on January 27-28<sup>th</sup>, 2025. The HACB poster entry won the Elementary category at the NAHRO conference and will now move on to the PSWRC NAHRO conference that will be held in May, 2025 in Fresno, CA.

The NVCSS Promotores Dual Language Learning (DLL) program is currently working with (14-16) families weekly within the community building on Staff Dr. Promotores staff would like to move forward with a plan to introduce a hydroponic unit to grow herbs and tomatoes as part of a community garden for all residents. However, the location for the community garden still needs to be determined. One location suggested is the area south of the chapel near the north side of the soccer field which is away from the rental units and well areas.





*State Demonstration "Demo" Housing Unit*

AWI continues their efforts to renovate the old concrete block units. AWI was able to renovate (2) of the cinderblock units last year and plan to rehab another (2-4) cinderblock units in the upcoming year.

Additional funds are being sought to continue property building renovation. The USDA is not a factor. State Joe Serna Jr. Farmworker Housing and other program funds are contemplated. Renovation and/or demolition and/or historic preservation of the historically significant 1930's era wooden units is pressing – only nine of the original twenty-four wooden units are habitable.



*1930's era Wood Frame Units*

Regarding the Well Backup Generator Project, an engineering assessment recommended installing a 200 KW natural gas generator. Rural Community Assistance Corporation (RCAC) is currently still seeking internal approval for this recommendation. Once approved, detailed construction drawings will be prepared to initiate the bidding and construction phases. The project timeline can be estimated once internal approval comes from RCAC.

Please find third party property manager AWI's March, 2025 report following.

## Gridley Farm Labor Housing March 2025



Separate *Variance Report* explaining budget differences and expenditures.  
The current reserve balance is \$86,708.24.

### Updates:

**GFLH** has 12 units available for occupancy at the end of March. There was 1 move-in and no move-outs during the month of March.

As of the end of March.

- 77 Occupied
- 8 units held for the next phase of rehab / in house rehab
- 18 units deemed uninhabitable (old wooden units)
- 12 units available for occupancy

### **Future Rehab Units:**

- **2-4 units are planned for renovation in 2025. Bids are currently being worked up for Lead abatement and renovation costs.**
  - OG1478
  - OG1482
  - MC1464
  - MC1468

### **Unit Turns:**

- Unit #SU1523 (Reasonable Accommodation) Transfer from Mar820.
- Unit #SU1533 (No Longer Farm Labor) Rent Ready, Working on Applications when received.



Staff are gathering additional competitive vinyl flooring bids for units with old asbestos flooring. Vacant units without fridges are now going to be offered with a fridge to help motivate renters.

- These changes have played a part in the move-ins that occurred in early March and April.

The staff are working up all qualifying applications on hand.

**Important Note:** As residents move out of the “old wooden units” the total number of units available for occupancy decreases as they are marked uninhabitable with USDA-RD.

Advertising is ongoing via Craigslist, The Publisher, Flyers, Signage, resident referral, move in specials and outreach to ag employers, canneries, etc...

We are starting the bidding process for the following 2025 / 2026 fiscal year capital items:

- Golf cart replacement vs battery replacement
- Painting of maintenance building
- In-house renovation of 2-4 units

Estimates will be forwarded for approval once obtained and reviewed.





Gridley Farm Labor 645  
For the Month Ended March 31, 2025  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Rental Income</b>						
Gross Rents	\$ 124,852.00	\$ 127,302.00	\$ (2,450.00)	\$ 748,804.00	\$ 763,812.00	\$ (15,008.00)
Vacancies	\$ (23,102.00)	\$ (18,888.00)	\$ (4,214.00)	\$ (133,918.00)	\$ (113,328.00)	\$ (20,590.00)
Manager's Unit	(1,906.00)	(1,382.00)	(524.00)	(12,743.00)	(8,292.00)	(4,451.00)
Total Tenant Rent	<u>\$ 99,844.00</u>	<u>\$ 107,032.00</u>	<u>\$ (7,188.00)</u>	<u>\$ 602,143.00</u>	<u>\$ 642,192.00</u>	<u>\$ (40,049.00)</u>
<b>Other Project Income:</b>						
Laundry Income	\$ 488.40	\$ 163.34	\$ 325.06	\$ 1,192.57	\$ 980.00	\$ 212.57
Interest Income	209.23	23.66	185.57	1,391.41	142.00	1,249.41
Restricted Reserve Interest Incom	54.70	0.00	54.70	400.45	0.00	400.45
Other Tenant Income	0.00	91.66	(91.66)	80.00	550.00	(470.00)
Other Project Income	<u>\$ 752.33</u>	<u>\$ 278.66</u>	<u>\$ 473.67</u>	<u>\$ 3,064.43</u>	<u>\$ 1,672.00</u>	<u>\$ 1,392.43</u>
<b>Total Project Income</b>	<u><u>\$ 100,596.33</u></u>	<u><u>\$ 107,310.66</u></u>	<u><u>\$ (6,714.33)</u></u>	<u><u>\$ 605,207.43</u></u>	<u><u>\$ 643,864.00</u></u>	<u><u>\$ (38,656.57)</u></u>
<b>Project Expenses:</b>						
Maint. & Oper. Exp. (Page 3)	\$ 31,626.70	\$ 42,136.45	\$ (10,509.75)	\$ 185,907.58	\$ 252,818.50	\$ (66,910.92)
Utilities (Page 3)	6,061.98	11,582.07	(5,520.09)	45,313.41	69,492.50	(24,179.09)
Administrative (Page 3)	16,260.16	17,803.84	(1,543.68)	99,058.13	106,823.00	(7,764.87)
Taxes & Insurance (Page 3)	11,074.83	11,074.84	(.01)	78,837.87	66,449.00	12,388.87
Other Taxes & Insurance (Page 4)	2,935.02	6,271.75	(3,336.73)	16,642.84	37,630.50	(20,987.66)
Other Project Expenses (Page 4)	1,423.64	1,318.32	105.32	7,092.94	7,910.00	(817.06)
Total O&M Expenses	<u>\$ 69,382.33</u>	<u>\$ 90,187.27</u>	<u>\$ (20,804.94)</u>	<u>\$ 432,852.77</u>	<u>\$ 541,123.50</u>	<u>\$ (108,270.73)</u>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 12,558.96	\$ 12,558.59	\$ .37	\$ 75,353.76	\$ 75,351.50	\$ 2.26
Asset Management Fees	\$ 625.00	\$ 625.00	\$ 0.00	\$ 3,750.00	\$ 3,750.00	\$ 0.00
Transfer - Reserves	2,875.00	2,875.00	0.00	17,250.00	17,250.00	0.00
Total Mortgage & Owner's Exp.	<u>\$ 16,058.96</u>	<u>\$ 16,058.59</u>	<u>\$ .37</u>	<u>\$ 96,353.76</u>	<u>\$ 96,351.50</u>	<u>\$ 2.26</u>
<b>Total Project Expenses</b>	<u><u>\$ 85,441.29</u></u>	<u><u>\$ 106,245.86</u></u>	<u><u>\$ (20,804.57)</u></u>	<u><u>\$ 529,206.53</u></u>	<u><u>\$ 637,475.00</u></u>	<u><u>\$ (108,268.47)</u></u>
<b>Net Profit (Loss)</b>	<u><u>\$ 15,155.04</u></u>	<u><u>\$ 1,064.80</u></u>	<u><u>\$ 14,090.24</u></u>	<u><u>\$ 76,000.90</u></u>	<u><u>\$ 6,389.00</u></u>	<u><u>\$ 69,611.90</u></u>

Gridley Farm Labor 645  
For the Month Ended March 31, 2025  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Cash Flow Items:						
Reserve Transfers	\$ (54.70)	\$ 0.00	\$ (54.70)	\$ (400.45)	\$ 0.00	\$ (400.45)
T & I Transfers	(10,596.31)	0.00	(10,596.31)	784.98	0.00	784.98
Operating-MMKT-FFB*	(111.92)	0.00	(111.92)	14,253.13	0.00	14,253.13
Cash - Payroll Control	0.00	0.00	0.00	(13,625.00)	0.00	(13,625.00)
Tenants Security Deposits - FLH	500.00	0.00	500.00	(453.00)	0.00	(453.00)
Tenant Receivables	(888.58)	0.00	(888.58)	3,359.42	0.00	3,359.42
Other Receivables	7,713.42	0.00	7,713.42	(44,817.88)	0.00	(44,817.88)
Rental Assistance	(661.00)	0.00	(661.00)	(8,172.00)	0.00	(8,172.00)
Accounts Payable - Trade	(2,882.33)	0.00	(2,882.33)	(638.47)	0.00	(638.47)
Accrued Sewer Fees	2,469.58	0.00	2,469.58	14,817.48	0.00	14,817.48
Accrued Property Taxes	2,500.00	0.00	2,500.00	(4,295.00)	0.00	(4,295.00)
Prepaid Rents	16.00	0.00	16.00	64.00	0.00	64.00
Accrued Property Taxes	1,528.08	0.00	1,528.08	9,055.16	0.00	9,055.16
Accrued Local Administration Fee	625.00	0.00	625.00	3,750.00	0.00	3,750.00
Total Other Cash Flow Items	<u>\$ 157.24</u>	<u>\$ 0.00</u>	<u>\$ 157.24</u>	<u>\$ (26,317.63)</u>	<u>\$ 0.00</u>	<u>\$ (26,317.63)</u>
Net Operating Cash Change	<u><u>\$ 15,312.28</u></u>	<u><u>\$ 1,064.80</u></u>	<u><u>\$ 14,247.48</u></u>	<u><u>\$ 49,683.27</u></u>	<u><u>\$ 6,389.00</u></u>	<u><u>\$ 43,294.27</u></u>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating-FFB	\$ 39,810.95	\$ 89,494.22	\$ 49,683.27
Operating-MMKT-FFB*	160,948.03	146,694.90	(14,253.13)
FLH Operating Acct TCB**	77,838.00	77,838.00	0.00
FLH Operating Acct-Umpq**	255,643.00	255,643.00	0.00
Tax & Insurance - FFB	92,559.11	91,338.08	(1,221.03)
Tax & Insurance - MMKT - FFB*	88,183.74	88,619.79	436.05
RD Reserves - FFB	9,057.79	26,345.74	17,287.95
RD Reserves - MMKT - FFB*	60,000.00	60,362.50	362.50
FLH Security Deposits-TCB**	49,340.00	49,340.00	0.00
FLH Reserves-TCB**	364,191.00	364,191.00	0.00
Payables & Receivables:			
Accounts Payable - Trade	0.00	(638.47)	(638.47)
Rents Receivable - Current Tenants	2,593.35	(800.07)	(3,393.42)
Allowance for Doubtful Accounts	(60.00)	(60.00)	0.00
Other Tenant Charges Receivable	0.00	34.00	34.00
Prepaid Rents	0.00	(64.00)	(64.00)

Gridley Farm Labor 645  
For the Month Ended March 31, 2025  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 7,661.89	\$ 8,652.84	\$ (990.95)	\$ 48,741.37	\$ 51,917.00	\$ (3,175.63)
Janitorial/Cleaning Supplies	92.34	152.66	(60.32)	832.31	916.00	(83.69)
Plumbing Repairs	215.90	227.75	(11.85)	3,659.00	1,366.50	2,292.50
Painting & Decorating	366.85	208.34	158.51	914.82	1,250.00	(335.18)
Repairs & Maintenance - Supply	861.78	1,597.34	(735.56)	5,722.77	9,584.00	(3,861.23)
Repairs & Maintenance - Contract	1,400.00	2,508.09	(1,108.09)	12,563.40	15,048.50	(2,485.10)
Grounds Maintenance	17,709.84	9,020.00	8,689.84	58,627.19	54,120.00	4,507.19
Pest Control Service	245.00	228.34	16.66	3,675.00	1,370.00	2,305.00
Fire/Alarm Services	(32.61)	100.00	(132.61)	933.31	600.00	333.31
Security Service	1,713.60	1,900.00	(186.40)	11,294.00	11,400.00	(106.00)
Repairs & Maintenance - Other	0.00	13,225.00	(13,225.00)	35,863.84	79,350.00	(43,486.16)
Repairs & Maintenance - Flooring	0.00	2,100.00	(2,100.00)	0.00	12,600.00	(12,600.00)
Repairs & Maintenance - Appliance	1,392.11	1,025.00	367.11	1,469.99	6,150.00	(4,680.01)
Repairs & Maintenance - HVAC	0.00	437.50	(437.50)	0.00	2,625.00	(2,625.00)
Repairs & Maintenance - Water Heaters	0.00	283.34	(283.34)	0.00	1,700.00	(1,700.00)
HVAC Repairs	0.00	428.59	(428.59)	1,310.00	2,571.50	(1,261.50)
Tenant Services	0.00	41.66	(41.66)	300.58	250.00	50.58
Total Maint. & Operating Exp.	\$ 31,626.70	\$ 42,136.45	\$ (10,509.75)	\$ 185,907.58	\$ 252,818.50	\$ (66,910.92)
Utilities:						
Electricity	\$ 955.07	\$ 2,791.66	\$ (1,836.59)	\$ 13,016.40	\$ 16,750.00	\$ (3,733.60)
Water	376.71	2,916.66	(2,539.95)	1,276.54	17,500.00	(16,223.46)
Sewer	2,469.58	2,469.59	(.01)	16,327.35	14,817.50	1,509.85
Heating Fuel/Other	612.27	904.16	(291.89)	2,132.82	5,425.00	(3,292.18)
Garbage & Trash Removal	1,648.35	2,500.00	(851.65)	12,560.30	15,000.00	(2,439.70)
Total Utilities	\$ 6,061.98	\$ 11,582.07	\$ (5,520.09)	\$ 45,313.41	\$ 69,492.50	\$ (24,179.09)
Administrative:						
Manager's Salary	\$ 7,220.64	\$ 8,789.34	\$ (1,568.70)	\$ 46,845.37	\$ 52,736.00	\$ (5,890.63)
Management Fees	7,990.00	7,990.00	0.00	43,980.00	47,940.00	(3,960.00)
Bad Debt Expense	0.00	0.00	0.00	130.25	0.00	130.25
Auditing	666.67	666.66	.01	4,000.02	4,000.00	.02
Bookkeeping Fees	350.00	0.00	350.00	1,050.00	0.00	1,050.00
Legal	0.00	208.34	(208.34)	0.00	1,250.00	(1,250.00)
Other Administrative Expenses	32.85	149.50	(116.65)	3,052.49	897.00	2,155.49
Total Administrative Expense	\$ 16,260.16	\$ 17,803.84	\$ (1,543.68)	\$ 99,058.13	\$ 106,823.00	\$ (7,764.87)
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 1,528.08	\$ 1,528.09	\$ (.01)	\$ 9,055.16	\$ 9,168.50	\$ (113.34)
Special Assessments	2,500.00	2,500.00	0.00	27,122.09	15,000.00	12,122.09
Property Insurance	7,046.75	7,046.75	0.00	42,660.62	42,280.50	380.12

Gridley Farm Labor 645  
For the Month Ended March 31, 2025  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Total Taxes & Insurance Expense	\$ 11,074.83	\$ 11,074.84	\$ (.01)	\$ 78,837.87	\$ 66,449.00	\$ 12,388.87
Other Taxes & Insurance:						
Payroll Taxes	\$ 1,266.66	\$ 1,579.34	\$ (312.68)	\$ 9,516.51	\$ 9,476.00	\$ 40.51
Other Taxes, Fees & Permits	0.00	416.66	(416.66)	939.34	2,500.00	(1,560.66)
Bond Premiums	0.00	106.00	(106.00)	481.26	636.00	(154.74)
Worker's Compensation Insurance	575.63	937.50	(361.87)	3,836.29	5,625.00	(1,788.71)
Personnel Medical Insurance	1,092.73	3,232.25	(2,139.52)	1,869.44	19,393.50	(17,524.06)
Total Other Taxes & Insurance	\$ 2,935.02	\$ 6,271.75	\$ (3,336.73)	\$ 16,642.84	\$ 37,630.50	\$ (20,987.66)
Other Project Expenses						
Telephone & Answering Service	\$ 145.53	\$ 83.84	\$ 61.69	\$ 593.50	\$ 503.00	\$ 90.50
Internet Service	429.52	366.16	63.36	2,809.26	2,197.00	612.26
Advertising	0.00	125.00	(125.00)	347.17	750.00	(402.83)
Water/Coffee Service	22.50	12.66	9.84	46.19	76.00	(29.81)
Office Supplies & Expense	605.57	370.16	235.41	2,240.50	2,221.00	19.50
Postage	72.81	35.34	37.47	196.79	212.00	(15.21)
Toner/Copier Expense	19.35	40.16	(20.81)	99.09	241.00	(141.91)
Travel & Promotion	0.00	144.59	(144.59)	220.00	867.50	(647.50)
Training Expense	0.00	104.16	(104.16)	412.08	625.00	(212.92)
Credit Checking	0.00	36.25	(36.25)	0.00	217.50	(217.50)
Employee Meals	128.36	0.00	128.36	128.36	0.00	128.36
Total Other Project Expenses	\$ 1,423.64	\$ 1,318.32	\$ 105.32	\$ 7,092.94	\$ 7,910.00	\$ (817.06)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 12,558.96	\$ 12,558.59	\$ .37	\$ 75,353.76	\$ 75,351.50	\$ 2.26
Asset Management Fees	\$ 625.00	\$ 625.00	\$ 0.00	\$ 3,750.00	\$ 3,750.00	\$ 0.00
Transfer - Reserves	2,875.00	2,875.00	0.00	17,250.00	17,250.00	0.00
Total Mortgage & Owner's Exp.	\$ 16,058.96	\$ 16,058.59	\$ .37	\$ 96,353.76	\$ 96,351.50	\$ 2.26
Total Expenses	<u>\$ 85,441.29</u>	<u>\$ 106,245.86</u>	<u>\$ (20,804.57)</u>	<u>\$ 529,206.53</u>	<u>\$ 637,475.00</u>	<u>\$ (108,268.47)</u>
Reserves	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>



### **Mi C.A.S.A. EDUCATION, INC.**

Site location: 1587 Booth

Mailing address: 385 Ford Ave.

Gridley, CA. 95948

E.I.N. # 80-0491477

530-513-2334

Website: [www.micasaeducation.com](http://www.micasaeducation.com)

## **2024-2025 Report on program activities ;**

At grade level centers tutors assist and guide students in homework, oral reading and comprehension, math skills, writing and spelling. Daily students spend 1-2 hours honing their academic skills. Additional activities include board games, coloring, flash cards, and supplemental lessons on chrome books. Also, students work on their "What home means to me." posters. Our poster this year has reached the regional level, and we hope will continue to be recognized. As students complete reading chapter books, they may select a prize from the awards table.

The last Friday of the month is Fun Friday: January students painted hearts, made sponge heart print cards, made bead heart crafts, played games outside and celebrated their achievements. February students enjoyed several St Patrick's day activities; pipe cleaner rainbows, bead rainbows, watercolor rainbows that flowed into a pot of gold, and coloring pages of Leprechauns. March Fun Friday will be in preparation for the spring party and Candy Eggs Hunt. The themes for the Fun Friday Parties were Halloween, Thanksgiving and Christmas.

All students are successful and proud of their achievements and progress. Our primary students have exited reading intervention programs, that are provided by their school for below level readers. Another one of the best benefits of MI C.A.S.A. is that students get continuous tutoring, K-6<sup>th</sup> Grade. As a staff we can see their strengths and weaknesses. Tutors can use student talents to meet their academic challenges. Although most students start Kindergarten not speaking English they improve day by day and are often at grade level by 4<sup>th</sup> Grade. This spring we are looking forward to honoring our graduating high school and college students. **January 2025** marked the 25<sup>th</sup> year of the after-school homework program at the Gridley Farm Labor Housing. This spring, I intend on summarizing how many children have passed through our doors, what they are doing now, and what the goals for the program are for the next 25 years.

We are sincerely grateful for your encouragement and financial backing.

Respectfully submitted, Kathy McKenzie, Director

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT****DIVISION OF STATE FINANCIAL ASSISTANCE****ASSET MANAGEMENT AND COMPLIANCE BRANCH**

651 Bannon Street, Suite 400, Sacramento, CA 95811

P.O. Box 952054, Sacramento, CA 94252-2054

(916) 263-2771 | [www.hcd.ca.gov](http://www.hcd.ca.gov) or subscribe at <https://www.hcd.ca.gov/contact-us/email-signup>

April 2, 2025

Housing Authority of the County of Butte  
 Lawrence Guanzon, Executive Director  
 2039 Forest Ave  
 Chico, CA 95928

**RE: FY 2024 Annual Report / Financial Audit Review**  
**Gridley Farm Labor Housing Project / 10-FWHG-7155**

Dear Lawrence Guanzon:

Thank you for submitting the Annual Report and Financial Audit for the Gridley Farm Labor Housing Project Fiscal Year 2024 to the Department of Housing and Community Development's (HCD or Department) Asset Management and Compliance (AMC) Section. The Department has received and reviewed all of your submitted reporting documents.

This letter is to inform you the results of the Department's review, and the actions that are required to be taken.

Based on the reports submitted and the adjustments as noted above, the Department has determined that the use of Net Cash Flow as permitted by the <Program> Loan Documents is as follows:

<b>Total Net Cash Flow Available<sup>1</sup></b>	<b>\$177,609</b>	<b>Comments</b>
Asset Management Fee	\$0	
Borrower Distribution	\$0	
<b>Amount Due to HCD as Residual Receipt Payment</b>	<b>\$0</b>	No payment due to HCD

<sup>1</sup> The *Net Cash Flow Available* is the amount available after any unpaid or underpaid reserve accounts have been fully funded.

The Regulatory Agreement for your Project requires that you receive the Department's written approval prior to any changes to the ownership or financial structure of the Project. If your organization is considering any such change to your Project within the next thirty-six (36) months, please contact your AMC Fiscal Representative, who can provide guidance and work with you to meet your deadlines and remain in compliance. Additionally, if your HCD regulatory agreement will expire within the next 3-5 years, then you should know that California Preservation Noticing Law now requires owners of Affordable Housing residential rental properties with 5 or more units to (a) give tenants written notice that the affordability restrictions will be ending, and such notices must start no less than three years (36 months) before the restrictions expire, and (b) adhere to specific restrictions and requirements if the property will be sold or transferred. Please contact [Preservation@hcd.ca.gov](mailto:Preservation@hcd.ca.gov) for additional information and assistance, or check the HCD website at [Preserving Existing Affordable Housing | California Department of Housing and Community Development](https://www.hcd.ca.gov/preservation/preserving-existing-affordable-housing-california).

If you have any questions regarding the Project's Annual Report/Financial Audit Review, please contact Daniel Dennis, AMC Fiscal Representative, at 916-693-5627 or via email at [Daniel.dennis@hcd.ca.gov](mailto:Daniel.dennis@hcd.ca.gov)

Thank you for being so committed to affordable housing and attention to the abovementioned matters.

Sincerely,

*Tina Johnson*

Tina Johnson, Program Manager  
Long Term Monitoring, Farmworker and Rural Housing

Cc. HCD Loan and Grant Servicing Unit  
Mackenna Mendoza, AMC Occupancy Representative  
Housing Authority of the County of Butte, [Info@Butte-Housing.com](mailto:Info@Butte-Housing.com)  
AWI Management Corporation, [lfrazier@awimc.com](mailto:lfrazier@awimc.com)  
Lawrence Guanzon, [LarryG@Butte-Housing.com](mailto:LarryG@Butte-Housing.com)



Date: April 11, 2025

MEMO

To: HACB Board of Commissioners

From: Larry Guanzon, Executive Director

Subject: Agenda Item 3.10 - Status Report: Bond-Financed and Other-owned Properties

Bond-Financed

- Alamont Apartments, Chico (30 units, family)
- Cordillera/Cameo Apartments, Chico (20 units, family)
- Evanswood Estates, Oroville (31 units, family)
- Lincoln Apartments, Chico (18 units, family)
- Locust Apartments, Chico (10 units, family)
- Park Place Apartments, Oroville (40 units, senior)

Other-Owned

- Gridley Springs II, Gridley (24 units, family)
- Mayer Commons, Paradise (12 units, family)
- 2131 Fogg Ave, (1 single family house)

*For Alamont, Cordillera, Evanswood, Kathy Court, Lincoln, Locust, and Park Place Apartments, please see monthly reports provided by the property manager, RSC Associates Inc. following this memo. Please also find Arrowhead Management's financials for Gridley Springs II.*

**Alamont Apartments, Chico** (30 units, family, RSC) – There was zero (0) vacancy as of the first of April. No turnover occurred during the month and all rents were collected for the month. There are no additional 30-day notices to vacate. Total monthly income is \$1,600 more than budget, at \$33,247. YTD Total Income came in \$8,350 more than budget at \$198,417. Total monthly expenses are \$1,154 less than anticipated, bringing the NOI to \$2,755 more than budget, at \$24,331. YTD NOI is \$9,476 more than budget at \$130,445. YTD capital improvements are \$2,014 more than anticipated which consists of Flooring, Interior Paint, new refrigerator and dishwasher. Owner Distribution for March totals \$44,558.39 and YTD totals \$122,820.64.





*Alamont Apartments, 811 West East Avenue, Chico*

**Cordillera/Cameo Apartments, Chico** (20 units, family, RSC) - The property had one (1) vacancy as of April 1<sup>st</sup>. There are no additional 30-day notices. RSC is in the process of collecting unpaid rents as reiterated in their monthly narrative. Total YTD income is higher than budget by \$2,881 at \$112,884. Total YTD Operating Expenses are lower by \$4,777 at \$49,876 with YTD NOI higher than budget at \$63,007 or \$7,658 more than budget. The owner distribution for the month was \$28,472.63 and YTD totals \$35,349.80.



*Cordillera Apartments, Cameo Way, Chico*

**Evanswood Estates Apartments, Oroville** (31 units, family, RSC) – There was zero (0) vacancies as of the 1<sup>st</sup> of April. There is one pending 30-day notice to vacate. RSC is collecting the unpaid balances owed which consist of resident damages to an interior wall and a re-payment agreement. Total YTD income is \$12,541 more than anticipated, at \$253,967. YTD vacancy loss is more than budget by \$7,427 at \$12,527. Total YTD Operating Expenses are \$39,241 more than budget, at \$163,214. NOI is less than budget, at \$90,752. The decrease in NOI is due to Administrative, Utility, Turnover, and Maintenance expenses being high than anticipated. Owner distribution for the month totaled \$43,477.95 and YTD \$89,001.85.

**Evanswood Estates Apartments, Oroville Units #21, 25, and 33**, tracked separately, were occupied with no unpaid rents. YTD Income is slightly above budget by \$203 at \$21,057. Expenses are all within or slightly ahead of budget, with expenses being lower than budget. NOI is \$2,219 more than budget, at \$13,077. The owner distribution for the month was \$2,568.18 and YTD \$9,801.03



*Evanswood Estates, Table Mountain Boulevard, Oroville - new exteriors.*



*Lincoln Apartments, 474 East 12<sup>th</sup> Street, Chico*

**Lincoln Apartments, Chico** (18 units, family, RSC) – Lincoln Apartments had no vacancy as of the first of the month. All rents were collected for the month with the exception of one partial rent owed of \$100. Total YTD income is above budget by \$8,059 at \$100,960. YTD Expenses are under budget by \$3,205, bringing NOI to \$11,265 more than budget at \$58,128. Owner Distribution for the month was \$17,220.00 and YTD \$41,830.94. Exterior Rehabilitation including repairs to the upper level walkway and staircases, and painting of the building exterior are in process with the new contractor. HACB and 3rd party property manager (RSC) as well as, the general contractor developed a strategic plan to minimize tenant disturbances during construction. The first and second phases of construction were completed during January of 2025.

**Locust Apartments, Chico** (10 units, family, RSC) – The property has zero (0) vacancy as of April 1<sup>st</sup>. There is two pending thirty (30) day notices to vacate. All rent was collected for the month. Total income for the month is ahead of budget by \$312 at \$8,958. YTD Income comes in at \$2,352 more than budget at \$53,488.00. Total Monthly Expenses are lower than budget by \$1,042, so NOI came in higher than budget by \$1,355, at \$3,138. YTD NOI is \$13,944.37 more than anticipated at \$17,684.00 Owner distribution for March was \$13,009.79 and YTD total



\$33,655.72. The majority of bond-funded capital improvements are complete, with replacement of water heaters, range hoods, and GFCI outlets installed.



*Locust Apartments, 1519 Locust Street, Chico*



*Park Place Apartments, 2105 Park Avenue, Oroville*

**Park Place Apartments, Oroville** (40 units, senior, RSC) – The month ended with zero (0) vacancy with no 30-day notices to vacate. All rents were paid for the month. Monthly Income is slightly higher than budget by \$2,361 at \$31,155. YTD Income is \$934 more than budget at \$178,346. Monthly Expenses are lower than budget by \$4,942 at \$9,788; bringing NOI to \$7,303 more than budget, at \$21,366. YTD NOI is \$9,727 more than budget at \$107,095. The owner distribution for the month was \$16,818.00 and YTD totals \$27,579.57. Bond-funded work, including equipment and pergola replacements, upgrade of the Community Room, and site path of travel improvements, are in process, with property management collecting bids - work is anticipated for early 2<sup>nd</sup> & 3<sup>rd</sup> quarter in 2025. We are also working with P G & E due to old gas lines having to be replaced at the site. Property easements are being sought in order for P G & E to replace old gas lines. P G & E has agreed to work with the HACB cooperatively as we will be upgrading all sidewalks to ADA compliance.

#### **Other-Owned Properties**

**Gridley Springs II**, Gridley (24 units, Family, Arrowhead Housing) The property has zero (0) vacancies as of early April. There are no additional 30-day notices. Property management has transitioned to Arrowhead Housing. The property annual inspections will occur this month and will also be re-inspected in June of 2025. The monthly financials have been revised with Arrowhead Housing's enclosed. Expenses were moved into the appropriate line items. The "Bad Debt" write-offs were moved to the suspense account to be written off at fiscal year-end. The replacement funds request which was rejected by HCD was voided, as this was pre-approval for funds since it was over \$10,000. The HVAC unit was repaired as opposed to replacement.

Due to YTD vacancy loss of \$13,563 the property net income is down compared to budget at \$104,180. YTD Operating

Expenses comes in at \$6,409 more than budget at \$105,577, bringing NOI YTD to \$6,815 or \$13,118 less than budget. Annual interior inspection will be occurring at the property by Arrowhead Housing, 3<sup>rd</sup> party property manager. Please find Arrowhead's short narrative, following.



*Gridley Springs Apartments II, 210 Ford Avenue, Gridley*

**Mayer Commons (Kathy Court Apartments), Paradise** (12 units, family, RSC) – **Applications are being processed for new prospective households.** Construction continues to pace on schedule with final completion slated for early June, 2025. Exterior work is progressing as planned with site concrete installation well underway. A significant milestone has been achieved with the delivery and installation of the electrical switchgear. The delay in switchgear delivery has been a key factor impacting the project schedule but has since been installed. Permanent power was activated by the beginning of March, ahead of PG&E's timeline. See additional information under Taylor Gonzalez, Project Manager Construction Report.

**2131 Fogg Ave, Oroville** (SFH, HACB) – The vacant lot is fully fenced and secure, awaiting future development. While staff continues to explore funding opportunities, efforts are underway to procure a design professional to complete the construction drawings, which will be used to obtain permits, and eventually procure a general contractor. See additional information under Taylor Gonzalez, Project Manager Construction Report.



April 9, 2025

Larry Guanzon  
Executive Director  
Housing Authority of the County of Butte  
2039 Forest Ave  
Chico, CA 95928

RE: March 2025 HACB Monthly Financial Package

Dear Mr. Guanzon:

Below is a summary of the March 2025 key operational activities and highlights of significant financial results for HACB properties managed by RSC Associates, Inc. For additional details, please review the following comprehensive financial reports provided for each property.

If you have any questions or concerns, please get in touch with Patti or me.

Respectfully,

Susan Critser, CPM  
Regional Property Manager  
530-893-8228 Ext 240  
[scritser@rsc-associates.com](mailto:scritser@rsc-associates.com)  
DRE# 01312715

cc Richard Gillaspie

**1519 Locust Street  
March 2025**



**Monthly Highlights:**

**Updates** - We have received notice that unit #7, a two-bedroom unit, is scheduled to move on April 15, 2025. The current rent is \$910.00, with a new market rent of \$1,195.00. Unit #3, a one-bedroom unit, is being vacated on 4/30/25. The current rent is \$900.00, with a new market rent of \$1,095.00.

**Occupancy -**

- ✓ Continues at 100%.

**Rent Collection -**

- ✓ There are no delinquent rents for March 2025.

**Expense Variances -**

- ✓ Total Operating Expenses were under budget at \$2,631.11, under budget by 28.39%.
- ✓ Achieved a 27.25% increase in net operating income over the budget for the month and a 34.01% year-to-date increase.

**Capital Expenses -**

- ✓ No capital improvements this month.

**Owner Distributions -**

- ✓ The owner distribution, including the quarterly draw, totaled \$13,009.79. Year to date totaled \$33,655.72.

**EXTERIOR PHOTOS OF THE FRONT AND BACK OF THE PROPERTY**





## Alamont Apartments March 2025



### Monthly Highlights:

**Updates** - Total Rental income exceeded the budget for the month by 6.75%, and total revenue YTD by 4.95% in March.

### Occupancy -

- ✓ Occupancy remained strong at 100% for March. There are no new notices.

### Rent Collection -

- ✓ We concluded March with no delinquencies.

### Expense Variances -

- ✓ The Total Operating Expenses were under budget at \$8,916.42 for March. However, water utility expenses are over budget by 44.11%.

### Capital Expenses -

- ✓ New dishwasher for unit #2.

### Owner Distributions -

- ✓ The owner distribution, including the quarterly draw, totaled \$44,558.39. Year to date totaled \$122,820.64.

### EXTERIOR PHOTOS AROUND THE PROPERTY



## **Cordillera/Cameo Drive Apartments**

**March 2025**



### **Monthly Highlights:**

**Updates** - March income exceeded budget by 5.47%.

#### **Occupancy -**

- ✓ Unit #49 - 4, the new applicant, moved in and returned to 100% occupancy. We have no new notices.

#### **Rent Collection -**

- ✓ Unit #45-3 shows a balance of \$1,125.00 paid in April.
- ✓ Unit #53-2 owes \$357.37. A payment arrangement for carpet repair due to tenant damage.

#### **Expense Variances -**

- ✓ Total Operating Expenses were under budget in March at \$3,026.71.
- ✓ All budget line items follow a budget.

#### **Capital Expenses -**

- ✓ There were no capital improvements for March. In March, the laundry room roof began to leak and cave in from the heavy rains (see picture below). Under the roofer's recommendations, we replaced the laundry room roof.

#### **Owner Distributions -**

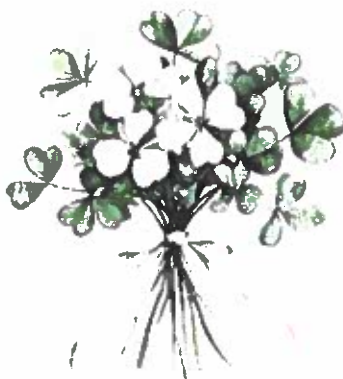
- ✓ The owner distribution, including the quarterly draw, totaled \$28,472.63. Year to date totaled \$35,349.80.

#### **THE LAUNDRY ROOM ROOF COLLAPSING AND LEAKING**





## Evanswood Estates Apartments March 2025



### Monthly Highlights:

**Updates** - Rental income exceeded the budget by 6.22% and year-to-date by 0.14%.

**Occupancy** - Occupancy totaled 100% in March. We do have a notice for unit #41. They will move out on 4/18/25.

### Rent Collection -

- ✓ #65 has a balance owed of \$1,375.00, the military will be setting up future payments.
- ✓ Unit #61 reimbursement of wall repairs and pet rent.

### Expense Variances -

- ✓ Total Operating Expenses were under budget by 20.52% in March.
- ✓ Unit #69 carpet was cleaned for \$377.00, slightly above budget.
- ✓ The interior painting of unit #69 cost \$1,800.00. The good news is that maintenance expenses were under budget overall.

### Capital Improvements -

- ✓ March capital improvements were for a range in unit #69 totaling \$756.04.

### Owner Distributions -

- ✓ The owner distribution, including the quarterly draw, totaled \$43,477.95. Year to date totaled \$89,001.82.

## Evanswood #21, #25, and #33 March 2025



### Monthly Highlights:

**Updates** - Income for March exceeded the budget by 5.35% and year-to-date by 1.46%.

**Occupancy** - Totaled 100% at the end of March.

**Rent Collection** - There are no delinquent rents for March 2025

**Expense Variances** - Total operating expenses in March were \$1,308.53, which is \$323.47 under budget, representing a 19.82% variance.

**Distributions** - The owner distribution, including the quarterly draw, totaled \$2,568.18. Year to date totaled \$9,801.03.

Drainage behind houses  
on the hill



Drainage between  
units #17 & #21



Drainage between  
units #9 & #13



We are making minor repairs and cleaning the drainage system to improve water flow.

**Mayer Commons  
March 2025**



**Monthly Highlights:**

**Updates** - Construction for Mayer Commons continues as scheduled, with completion slated for May 2025. We are working on buttoning up our Interest List and all forms for the application and lease processes.

Taylor Gonzalez will provide construction updates and photos.

We are beginning to accept applications as of April 1<sup>st</sup>.

## Lincoln Apartments March 2025

### Monthly Highlights:

**Updates** - Balcony renovations continue. Taylor Gonzalez will provide construction updates and photos.

- ✓ Operating income was affected slightly in March by vacancies, totaling \$15,114.27.

### Occupancy -

- ✓ The ending occupancy for March was 100%. Unit #10 moved in on March 14, 2025.

### Rent Collection -

- ✓ Unit #3 owed \$100.00 at the end of March, and the tenant agreed to pay with April rent.

### Expense Variances -

- ✓ Total Operating Expenses were over budget by \$7,208.96 in March.
- ✓ Bad Debt Expense Write-off of \$4,504.46 unit #10. When the amounts are collected, the account will be credited accordingly.
- ✓ Trees were trimmed in March. Trim the Bay Laurel tree, raise and balance the lover canopy for fence clearance and remove sucker limbs on the trunk.

### Capital Improvements -

- ✓ Flooring replacement in unit #8 totaled \$3,748.01 for LVP and carpet.
- ✓ New range and refrigerator for unit #10 totaling \$710.15 and \$810.80.
- ✓ Interior paint unit #10 \$2,200.00.
- ✓ One of the A/C units went out. We are obtaining bids to replace.

### Owner Distributions -

- ✓ The owner distribution, including the quarterly draw, totaled \$17,220.00. Year to date totaled \$41,830.94.

### BEFORE AND AFTER PHOTOS OF A BATHROOM REHAB.





## Park Place March 2025

### Monthly Highlights:

#### Updates -

- ✓ PG&E has not begun any repairs or construction on the inside of the property.
- ✓ Net Rental income exceeded the budget by 10.09% and year-to-date 1.00%.
- ✓ We have had some roof leaks from the past few rains. We will keep an eye on the buildings for evaluation.

#### Occupancy -

- ✓ Occupancy improved to 100% occupancy. We do not have any new notices.

#### Rent Collection -

- ✓ There are no delinquent rents in March.

#### Expense Variances -

- ✓ Total operating expenses for March were under budget by 8.63%.
- ✓ Utility expenses are slightly over budget due to water and sewer costs of 27%.

#### Capital Improvements -

- ✓ Blinds \$303.31

#### Owner Distributions -

- ✓ The owner distribution, including the quarterly draw, totaled \$16,818.00. Year to date totaled \$27,579.57.

MARCH COMMODITIES



MARCH COMMODITIES



## GRIDLEY SPRINGS

April 2025

### Property Status:

1. GSI has 0 vacant units with Two notices to vacate.
2. GSII has 2 vacant units with Zero notices to vacate.
- 3.. GSI: We had the PCNA Inspection on February 25<sup>th</sup>. We are waiting for the final report
4. GS1 & II The staff are currently conducting annual inspections.

Sincerely,

*Laurie Hunter*

GRIDLEY SPRINGS 2  
Statement of Income and Cash Flow  
For the Month Ended March 31, 2025

Reporting Book:  
As of Date:  
Location:

ACCRUAL  
03/31/2025  
Gridley Springs 2

	Current Activity	Current Budget	Current Variance	Current %	YTD Activity	YTD Budget	YTD Variance	YTD %	
Rental Income									
5120 - Rent Revenue -- Gross Potential	19,768.00	19,768.00	0.00	0.00	118,608.00	118,608.00	0.00	0.00	
5180 - Local Section 8 Subsidy Revenue	233.00	233.00	0.00	0.00	2,433.00	1,398.00	1,035.00	74.03	
5195 - Leases Less than Market	(465.00)	0.00	(465.00)	100.00	(3,912.00)	0.00	(3,912.00)	100.00	
5196 - Leases in Excess of Market	0.00	0.00	0.00	0.00	614.00	0.00	614.00	100.00	
Total Rental Income	19,536.00	20,001.00	(465.00)	(2.32)	117,743.00	120,006.00	(2,263.00)	(1.88)	
Vacancy, Losses & Concessions									
5220 - Vacancy Loss - Apartments	(2,640.00)	(400.00)	(2,240.00)	560.00	(13,563.00)	(2,400.00)	(11,163.00)	465.12	
Total Vacancy, Losses & Concessions	(2,640.00)	(400.00)	(2,240.00)	560.00	(13,563.00)	(2,400.00)	(11,163.00)	465.12	
Net Rental Income	16,896.00	19,601.00	(2,705.00)	(13.80)	104,180.00	117,606.00	(13,426.00)	(11.41)	
Financial Income									
5440 - Interest Revenue -- Replacement Reserve	2.53	0.00	2.53	100.00	15.43	0.00	15.43	100.00	
Total Financial Income	2.53	0.00	2.53	100.00	15.43	0.00	15.43	100.00	
Other Income									
5910 - Laundry Revenue	0.00	42.00	(42.00)	(100.00)	54.00	248.00	(194.00)	(78.22)	CK not received
5920 - Tenant Charges (Late Fees, Damages)	0.00	208.00	(208.00)	(100.00)	8,143.56	1,248.00	6,895.56	552.52	
Total Other Income	0.00	250.00	(250.00)	(100.00)	8,197.56	1,496.00	6,701.56	447.96	

Total Income	16,898.53	19,851.00	(2,952.47)	(14.87)	112,392.99	119,102.00	(6,709.01)	(5.63)	Negative variance due to 2 vacancies
Expenses									
Administrative Expenses									
6311 - Office Supplies	610.56	585.00	25.56	4.36	4,402.34	3,500.00	902.34	25.78	
6320 - Management Fee Expense	990.00	1,080.00	(90.00)	(8.33)	5,895.00	6,480.00	(585.00)	(9.02)	
6330 - Manager Salaries	2,038.78	2,000.00	38.78	1.93	11,594.20	12,000.00	(405.80)	(3.38)	
6340 - Legal Expense - Project	0.00	167.00	(167.00)	(100.00)	770.00	1,000.00	(230.00)	(23.00)	
6350 - Audit Expense	0.00	0.00	0.00	0.00	1,150.00	9,000.00	(7,850.00)	(87.22)	
6351 - Bookkeeping Fees/Accounting Services	0.00	25.00	(25.00)	(100.00)	0.00	150.00	(150.00)	(100.00)	
7006 - Seminars & Training	20.88	29.00	(8.12)	(28.00)	125.28	174.00	(48.72)	(28.00)	
Total Administrative Expenses	3,660.22	3,886.00	(225.78)	(5.81)	23,936.82	32,304.00	(8,367.18)	(25.90)	Within budget
Marketing Expenses									
6210 - Advertising and Marketing	86.80	21.00	65.80	313.33	451.96	124.00	327.96	264.48	
Total Marketing Expenses	86.80	21.00	65.80	313.33	451.96	124.00	327.96	264.48	Zillow advertising
Utilities									
6449 - Utilities - Vacant	33.46	0.00	33.46	100.00	33.46	0.00	33.46	100.00	Vacant unit #10
6450 - Electricity	345.23	310.00	35.23	11.36	1,554.46	1,860.00	(305.54)	(16.42)	Timing of invoice
6451 - Water	785.00	500.00	285.00	57.00	3,574.00	3,000.00	574.00	19.13	Gridley Municipal Utilities: Jan & Feb Usage
6452 - Gas	74.80	68.00	6.80	10.00	581.24	409.00	172.24	42.11	PG&E: Jan Usage
6453 - Sewer	1,780.00	820.00	960.00	117.07	6,047.51	4,920.00	1,127.51	22.91	Gridley Municipal Utilities: Jan & Feb Usage
Total Utilities	3,018.49	1,698.00	1,320.49	77.76	11,790.67	10,189.00	1,601.67	15.71	Negative variance due to timing of invoices
Operating & Maintenance Expenses									
6512 - Maintenance Salaries	2,058.22	2,000.00	58.22	2.91	11,670.05	12,000.00	(329.95)	(2.74)	
6515 - Supplies - Maint. & Repairs	716.52	1,916.00	(1,199.48)	(62.60)	5,896.81	11,498.00	(5,601.19)	(48.71)	
6520 - Contracts - Maint. & Repairs	835.11	1,667.00	(831.89)	(49.90)	27,869.42	9,998.00	17,871.42	178.74	
6525 - Garbage & Trash Removal	1,009.24	567.00	442.24	77.99	3,027.72	3,399.00	(371.28)	(10.92)	
6546 - Repairs - HVAC Repairs & Maintenance	214.95	500.00	(285.05)	(57.01)	991.95	3,000.00	(2,008.05)	(66.93)	
6590 - Misc. Operating & Maint Expenses	0.00	899.00	(899.00)	(100.00)	4,795.00	5,391.00	(596.00)	(11.05)	
Total Operating & Maintenance Expenses	4,834.04	7,549.00	(2,714.96)	(35.96)	54,250.95	45,286.00	8,964.95	19.79	Within budget



Taxes & Insurance								
6711 - Payroll Taxes	440.73	418.17	22.56	5.39	2,460.06	2,508.98	(48.92)	(1.94)
6720 - Property & Liability Insurance (Hazard)	0.00	0.00	0.00	0.00	5,848.52	4,000.00	1,848.52	46.21
6722 - Workers Compensation Ins	315.55	296.67	18.88	6.36	1,966.92	1,779.98	186.94	10.50
6723 - Health Insurance and Other Employee Benefits	445.08	496.00	(50.92)	(10.26)	4,871.91	2,976.00	1,895.91	63.70
Total Taxes & Insurance	1,201.36	1,210.84	(9.48)	(0.78)	15,147.41	11,264.96	3,882.45	34.46
Total Operating Expenses	12,800.91	14,364.84	(1,563.93)	(10.88)	105,577.81	99,167.96	6,409.85	6.46
Net Operating Income (Loss)	4,097.62	5,486.16	(1,388.54)	(25.30)	6,815.18	19,934.04	(13,118.86)	(65.81)
Net Income (Loss)	4,097.62	5,486.16	(1,388.54)	(25.30)	6,815.18	19,934.04	(13,118.86)	(65.81)
Other Cash flow items								
1130 - Accounts Receivable - Tenants	(5,061.00)	0.00	(5,061.00)	100.00	(3,115.00)	0.00	(3,115.00)	100.00
1140 - Suspense	0.00	0.00	0.00	0.00	14,673.56	0.00	14,673.56	100.00
1191 - Tenant Security Deposits - FFB	500.00	0.00	500.00	100.00	(278.40)	0.00	(278.40)	100.00
1320 - Replacement Reserve - FFB / FRB	452.53	450.00	2.53	0.56	(5,808.57)	2,700.00	(8,508.57)	(315.13)
1323 - Operating Reserve - FFB	401.33	0.00	401.33	100.00	15,462.98	0.00	15,462.98	100.00
1330 - Replacement Reserve - Lender 2	0.00	458.00	(458.00)	(100.00)	0.00	2,753.00	(2,753.00)	(100.00)
1750 - Intercompany Transactions	(94.47)	0.00	(94.47)	100.00	911.67	0.00	911.67	100.00
2110 - Accounts Payable -- Operations	(8,023.75)	0.00	(8,023.75)	100.00	3,870.93	0.00	3,870.93	100.00
2191 - Security Deposits (Contra)	0.00	0.00	0.00	0.00	(16.40)	0.00	(16.40)	100.00
2210 - Prepaid Revenue	7.00	0.00	7.00	100.00	(404.69)	0.00	(404.69)	100.00
Total Other Cash flow items	(4,215.14)	(908.00)	(3,307.14)	364.22	(18,396.40)	(5,453.00)	(12,943.40)	237.36
Net Operating Cash Change	(117.52)	4,578.16	(4,695.68)	(102.56)	(11,581.22)	14,481.04	(26,062.26)	(179.97)
Beginning of Period Cash Balance								
1110 - Cash -- Petty Cash	250.00	0.00	250.00	100.00	250.00	0.00	250.00	100.00
1118 - Cash -- Operations - FFB	969.25	0.00	969.25	100.00	12,432.95	0.00	12,432.95	100.00
1191 - Tenant Security Deposits - FFB	12,798.60	0.00	12,798.60	100.00	13,577.00	0.00	13,577.00	100.00
Beginning of Period Cash Balance	14,017.85	0.00	14,017.85	100.00	26,259.95	0.00	26,259.95	100.00

End of Period Cash Balance								
1110 - Cash -- Petty Cash	250.00	0.00	250.00	100.00	250.00	0.00	250.00	100.00
1118 - Cash -- Operations - FFB	851.73	0.00	851.73	100.00	851.73	0.00	851.73	100.00
1191 - Tenant Security Deposits - FFB	13,298.60	0.00	13,298.60	100.00	13,298.60	0.00	13,298.60	100.00
End of Period Cash Balance	14,400.33	0.00	14,400.33	100.00	14,400.33	0.00	14,400.33	100.00

# Computation of Project Operating Cash Flow

Gridley Springs II

91-RHCP-089

For The Year Ended - September 30, 2024

	Audit Amount	HCD Adjustment	HCD Determination
<b>Operating Income:</b>			
Total Revenue (5000T)	\$186,086	\$0	\$186,086
Less: Interest Income on Restricted Accounts	\$346	\$0	\$346
<b>Adjusted Operating Income</b>	<b>\$185,740</b>	<b>\$0</b>	<b>\$185,740</b>
<b>Less: Total Operating Expenses</b>	<b>\$181,107</b>	<b>\$0</b>	<b>\$181,107</b>
<b>Adjusted Net Operating Income (NOI)</b>	<b>\$4,633</b>	<b>\$0</b>	<b>\$4,633</b>
<b>Reserve Deposits:</b>			
Replacement Reserve (RR)	\$5,400	\$0	\$5,400
Operating Reserve (OR)	\$4,816	\$0	\$4,816
Operating Reserve II	\$0	\$0	\$0
Transition Reserve	\$0	\$0	\$0
Pooled Transition Reserve	\$0	\$0	\$0
Other Reserve Deposits	\$0	\$0	\$0
<b>Less: Reserve Deposits</b>	<b>\$10,216</b>	<b>\$0</b>	<b>\$10,216</b>
<b>Mandatory Debt Service:</b>			
HCD	\$0	\$0	\$0
-	\$0	\$0	\$0
-	\$0	\$0	\$0
-	\$0	\$0	\$0
-	\$0	\$0	\$0
-	\$0	\$0	\$0
-	\$0	\$0	\$0
-	\$0	\$0	\$0
-	\$0	\$0	\$0
<b>Less: Mandatory Debt Service</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Other Cash Flow Activity:</b>			
Replacement Reserve (RR) Withdrawals	\$0	\$21,000	\$21,000
RR Withdrawals - subsequent to year-end	\$0	\$0	\$0
RR Withdrawals for prior year costs	\$0	\$0	\$0
Cash Flow related to Capital Asset Purchases	\$0	(\$10,500)	(\$10,500)
Other Cash Flow Activity:	\$0	\$0	\$0
<b>Total Other Cash Flow Activity</b>	<b>\$0</b>	<b>\$10,500</b>	<b>\$10,500</b>
<b>Operating Cash Flow</b>	<b>(\$5,583)</b>	<b>\$10,500</b>	<b>\$4,917</b>
Operating Reserve withdrawal for short falls and/or other cash infusion (explain)			\$0
Manager adjustments of Operating Reserve withdrawal and/or other cash infusion			\$0
<b>Adjusted Operating Cash Flow</b>			<b>\$4,917</b>

Distribution of Operating Cash Flow:	Distribution Amount	Distribution %	HCD Determination
Priority CF-			\$0
Deferred Developer Fee			\$0
Asset and Partnership Management Fee			\$0
<b>Total Cash Available for Distribution</b>			<b>\$4,917</b>
<b>Excess / Distributable Cash</b>			
Borrower Distribution from Cash Flow	\$4,917	-	\$4,917
Borrower Distribution for past due payments		-	\$0
Borrower Distribution for excess DF/AMF		-	\$0
Select: HCD Residual Receipt Program 1	\$0	-	\$0
Select: HCD Residual Receipt Program 2	\$0	-	\$0
HCD RHCPB	\$0	-	\$0
-	\$0	-	\$0
-	\$0	-	\$0
-	\$0	-	\$0
-	\$0	-	\$0
<b>Total Cash Flow Distributions</b>	<b>71 \$4,917</b>		<b>\$4,917</b>

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT****DIVISION OF STATE FINANCIAL ASSISTANCE****ASSET MANAGEMENT AND COMPLIANCE BRANCH**

651 Bannon Street, Suite 400, Sacramento, CA 95811

P.O. Box 952054, Sacramento, CA 94252-2054

(916) 263-2771 | [www.hcd.ca.gov](http://www.hcd.ca.gov) or subscribe at <https://www.hcd.ca.gov/contact-us/email-signup>

April 3, 2025

Housing Authority of the County of Butte  
Hope Stone, Finance Director  
2039 Forest Ave.  
Chico, CA 95928

**RE: FY 2024 Annual Report / Financial Audit Review  
Gridley Springs II / 91-RHCP-0089**

Dear Hope Stone:

Thank you for submitting the Annual Report and Financial Audit for the Gridley Springs II, Fiscal Year 2024 to the Department of Housing and Community Development's (HCD or Department) Asset Management and Compliance (AMC) Section. The Department has received and reviewed all of your submitted reporting documents.

This letter is to inform you the results of the Department's review, and the actions that are required to be taken.

Department notes the project made an unauthorized \$13,055 operating reserve (OR) withdrawal in fiscal year 2024. As the project has already been informed, withdrawals from the project's HCD restricted reserve accounts require prior written authorization from the Department. The Department has not added this unauthorized OR withdrawal back to the project's 2024 cashflow as the project has confirmed the withdrawal was made in error and the funds have been deposited back to the project's OR account.

The Department adjusted some of the line items in the submitted report. The reason(s) for those adjustments are noted below, and the corrected Cash Flow Computation is attached for your records.

- Department has added \$10,500 of the \$21,000 approved replacement (RR) reserve withdrawal back to the project's cashflow. According to the Department's Audit Review Handbook, an adjustment must be made to the project's

computation of cashflow when withdrawals from the RR account are greater than the amount capitalized, which indicates some of the withdrawals were included in operating expenses.

Based on the reports submitted and the adjustments as noted above, the Department has determined that the use of Net Cash Flow as permitted by the RHCP-B Loan Documents is as follows:

<b>Total Net Cash Flow Available<sup>1</sup></b>	<b>\$4,917</b>	<b>Comments</b>
Past Due 42% Payment	\$0	N/A
Deferred Developer Fee	\$0	N/A
Asset Management Fee	\$0	
Borrower Distribution	\$4,917	
<b>Amount Due to HCD as Residual Receipt Payment</b>	<b>\$0</b>	
Amount Due to Other Lenders as Residual Receipt Payment	\$0	

<sup>1</sup> The *Net Cash Flow Available* is the amount available after any unpaid or underpaid reserve accounts have been fully funded.

Please note that the directives above regarding HCD restricted reserve accounts must be adhered to. Failure to take the required actions will result in assessing negative points to applications submitted by your organization and / or affiliates in future HCD Notice of Funding Availability (NOFA) funding rounds.

Lastly, the Regulatory Agreement for your Project requires that you receive the Department's written approval prior to any changes to the ownership or financial structure of the Project. If your organization is considering any such change to your Project within the next thirty-six (36) months, please contact your AMC Fiscal Representative, who can provide guidance and work with you to meet your deadlines and remain in compliance. Additionally, if your HCD regulatory agreement will expire within the next 3-5 years, then you should know that California Preservation Noticing Law now requires owners of Affordable Housing residential rental properties with 5 or more units to (a) give tenants written notice that the affordability restrictions will be ending, and such notices must start no less than three years (36 months) before the restrictions expire, and (b) adhere to specific restrictions and requirements if the property will be sold or transferred. Please contact [Preservation@hcd.ca.gov](mailto:Preservation@hcd.ca.gov) for additional information and assistance, or check the HCD website at [Preserving Existing Affordable Housing | California Department of Housing and Community Development](#).

**FY 2024 Annual Report / Financial Audit Review**

**Gridley Springs II / 91-RHCP-0089**

Page 3 of 3

If you have any questions regarding the Project's Annual Report/Financial Audit Review, please contact Angie Armenta, AMC Fiscal Representative, at (916) 776-7626 or via email at [angie.armenta@hcd.ca.gov](mailto:angie.armenta@hcd.ca.gov)

Thank you for being so committed to affordable housing and attention to the abovementioned matters.

Sincerely,



Colin Chapman  
AMC Fiscal Program Manager

Enclosure:

2024 Corrected Cashflow Computation

CC: HCD Loan and Grant Servicing Unit  
Gary Pettigrew, AMC Occupancy Representative,  
Larry Guanzon, Sponsor Contact/Invoicee  
Mac Upshaw, Management Agent Contact

## MEMO

Date: April 11, 2025

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – HACB Investor Limited Partner (ILP) LIHTC Properties

- Chico Commons Apartment, Chico (72 units, LIHTC, Family)
- Walker Commons Apartments, Chico (56 units, LIHTC, senior/disabled)
- 1200 Park Avenue Apartments, Chico (107 units, LIHTC, senior)

*For Chico Commons, Walker Commons, and 1200 Park Ave. Apartments, Chico, please also see monthly reports provided by the property manager, AWI, following this memo.*

**Chico Commons Apartments, Chico (72 units, LIHTC, Family, MGP: Banyard Management, PM: AWI)** –There are (10) vacancies as of this memo’s date. There was one move-in after the first April and a move-out at the end of March. Several of the current vacancies are attributed to non-payment of rent and or failure to follow lease policies. Increased vacancies were anticipated with lease up of the new tax-credit subsidized properties in the area. AWI has increased their marketing to address the dynamic and loss. AWI details current turnover status in the monthly narrative following, as well as upcoming notices. AWI’s narrative also details unpaid rent balances. Parking lot bids to repair/replace sections of asphalt have been obtained and work will be completed weather permitting. Monthly income is below budget by \$3,838 compared to budget, at \$64,847, with total expenses \$5,369 less than budget at \$61,986. YTD maintenance & Operating Expenses, Utilities, all came in lower YTD. Net income YTD is \$24,494 more than budget, at \$28,485. Current Reserve Balance is \$533,791.36 The property is subject to repositioning, involving refinancing, capital improvements, and replacements. Please find AWI’s monthly narrative and financials for your review.



*Chico Commons Apartments, 2071 Amanda Way, Chico*





*Walker Commons Apartments, 678 Buttonwillow Lane, Chico*

**Walker Commons Apartments**, Chico (56 units, LIHTC, Senior & Disabled, MGP: BCAHDC, PM: AWI) – The property has three (3) vacancies as of April 1<sup>st</sup>. There are two (2) pending applications. There are no additional thirty (30) day notices to vacate as of this memo. Residents and staff have continued to partner to create monthly activities supporting all residents, such as donut and ice cream socials. The community resident garden will be implemented once again as Spring is upon us and residents find this a worthy enhancement to the property. Monthly income is higher than budget by approximately \$4,247 at \$43,601 with overall expenses lower than anticipated by \$5,660, bringing the property's Net Profit to \$28,885 more than budget, at \$31,890. Total Property Reserves balance is \$682,021.21. Bids are being collected for elimination of trip hazards. The rear building gutters/downspout replacement has been completed. Tree Trimming & Path-Lighting are also being planned. The property is subject to repositioning, involving refinance, capital improvements and replacements. Whitney Vaughan is the new on-site manager. The property generates significant cash, which will help with anticipated renovations. Please find the AWI monthly owners report following.





*Walker Commons Apartments, Chico - Community Room Building*



*1200 Park Avenue - Street Entry*

**1200 Park Avenue Apartments, Chico** (107 units, LIHTC, Senior, MGP: BAHDC, PM: AWI) – There are six (6) vacancies as of early April, as a move-in occurred. A total of two new move-ins occurred in the past month with one moveout. AWI reviews the turnover and market ready status of these 6 units in their report, following. There are no additional 30-day notices. Any unpaid rents are also being collected. AWI is processing applications and preparing the units for lease. Marketing efforts, including flyers have increased due to vacancies; many fixed-extremely low-income applicants on the waiting lists have insufficient income to pay

the 50-60% AMI rents. Bids are being sought for “sun” damaged or frayed window screens throughout the property. Landscaping needs are being addressed. CAA Food Distribution is on-going. North Valley Catholic Social Services and others are continuing to be contacted to provide activities for property residents. A Saint Patrick’s Day luncheon occurred in March and AWI’s narrative has photos on the FUN resident event. The residents and AWI staff continue to calendar events - monthly bingo and birthdays are celebrated. Usage of the conference room for an “art class” is scheduled every Thursday. Butte County Library is serving property residents. In March a Saint Patrick’s Day function is being planned.

Monthly income is up by \$2,933, at \$94,954.65. Monthly expenses come in at \$87,068.66 or \$4,336 more than budget. This brought the net monthly profit to a positive \$7,885.99 or \$7,270.33 more than anticipated. Total Reserve balance is \$338,005.48. The property is subject to repositioning, involving refinancing and capital improvements.

Please find AWI’s monthly financials following.



*1200 Park Avenue Apartments, Inner Courtyard view*

## Chico Commons Apartments

### March 2025



Separate *Variance Report* explaining budget differences and expenditures.  
The current reserve balance is \$533,791.36.

#### **Updates:**

Chico Commons currently has 10 units available for occupancy, 1 Move-out at the end of March and 1 move-in early April. Currently there are three viable applications in process, and we are hopeful each will qualify for move in.

Several of the current vacancies are attributed to non-payment of rent and terminations for failure to follow lease and house rules.

#### **Vacancies:**

- **Unit 16:** (Termination for non-payment) Unit is market ready. Applicant in process.
- **Unit 47:** (Termination for non-payment) Major repairs needed, flooring, cabinets, cleaning. Collecting bids for the cabinets.
- **Unit 13:** (Personal) Unit is market ready. Applicant in process.
- **Unit 26:** (Personal) Unit is market ready. Applicant in process.
- **Unit 49:** (Termination for non-payment) Major repairs and full paint.
- **Unit 23:** (Termination for criminal activity) - Repairs & cleaning
- **Unit 59:** (Termination for non-payment) - Full paint, Major repairs
- **Unit 05:** (Personal) - Minor repairs and painting
- **Unit 02:** (Personal) - Full paint, Minor repairs
- **Unit 52:** (Relocating) - Full paint, Major repairs



**Aging Balances:**

- **Unit 21:** (Failure to pay) - UD has been prepared.
- **Unit 53:** (Failure to pay) - This household is at the attorney for a combination of issues. Notice of Termination pending a response from the tenant.
- **Unit 14:** (Made a payment arrangement) Payments are being paid on time.
- **Unit 3:** Past balance for pro-rated rent from move in and Security Deposit.

**Projects:** Patio Replacement

- The crew is making good progress on completing the patio replacement.
- 4 units left for replacement.

Management continues advertising via: flyers, signage, move in specials and resident referrals. Applicant traffic is slow due to competition in the area offering lower tax credit set asides and subsidy.

The site is fully staffed and all are working hard to recruit applicants and turn units.

---

(530) 745-6170 tel    AWI Management Corporation  
(530) 745-6171 fax    120 Center Street  
www.awimc.com       Auburn CA 95603



*AWI Management Corporation is an Equal Opportunity provider.*

Chico Commons 549  
For the Month Ended March 31, 2025  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Rental Income</b>						
Gross Rents	\$ 76,098.00	\$ 76,209.00	\$ (111.00)	\$ 229,969.00	\$ 228,627.00	\$ 1,342.00
Vacancies	\$ (11,702.00)	\$ (7,620.91)	\$ (4,081.09)	\$ (35,676.00)	\$ (22,862.75)	\$ (12,813.25)
Rent Adjustments	0.00	(134.84)	134.84	0.00	(404.50)	404.50
Manager's Unit	(1,049.00)	(1,049.00)	0.00	(3,147.00)	(3,147.00)	0.00
<b>Total Tenant Rent</b>	<b>\$ 63,347.00</b>	<b>\$ 67,404.25</b>	<b>\$ (4,057.25)</b>	<b>\$ 191,146.00</b>	<b>\$ 202,212.75</b>	<b>\$ (11,066.75)</b>
<b>Other Project Income:</b>						
Laundry Income	\$ 187.33	\$ 477.25	\$ (289.92)	\$ 187.33	\$ 1,431.75	\$ (1,244.42)
Interest Income	96.91	38.09	58.82	254.96	114.25	140.71
Restricted Reserve Interest Incom	396.92	0.00	396.92	1,271.61	0.00	1,271.61
Late Charges	425.74	271.09	154.65	1,175.09	813.25	361.84
Other Tenant Income	393.67	495.16	(101.49)	2,202.05	1,485.50	716.55
<b>Other Project Income</b>	<b>\$ 1,500.57</b>	<b>\$ 1,281.59</b>	<b>\$ 218.98</b>	<b>\$ 5,091.04</b>	<b>\$ 3,844.75</b>	<b>\$ 1,246.29</b>
<b>Total Project Income</b>	<b>\$ 64,847.57</b>	<b>\$ 68,685.84</b>	<b>\$ (3,838.27)</b>	<b>\$ 196,237.04</b>	<b>\$ 206,057.50</b>	<b>\$ (9,820.46)</b>
<b>Project Expenses:</b>						
Maint. & Oper. Exp. (Page 3)	\$ 30,697.59	\$ 29,235.75	\$ 1,461.84	\$ 65,705.03	\$ 87,707.25	\$ (22,002.22)
Utilities (Page 3)	7,162.47	10,953.75	(3,791.28)	22,155.99	32,861.25	(10,705.26)
Administrative (Page 3)	10,837.59	10,984.91	(147.32)	40,665.18	32,954.75	7,710.43
Taxes & Insurance (Page 3)	4,110.67	4,193.16	(82.49)	11,646.92	12,579.50	(932.58)
Other Taxes & Insurance (Page 4)	1,931.34	4,215.07	(2,283.73)	5,193.68	12,645.25	(7,451.57)
Other Project Expenses (Page 4)	1,062.40	1,588.75	(526.35)	3,832.67	4,766.25	(933.58)
<b>Total O&amp;M Expenses</b>	<b>\$ 55,802.06</b>	<b>\$ 61,171.39</b>	<b>\$ (5,369.33)</b>	<b>\$ 149,199.47</b>	<b>\$ 183,514.25</b>	<b>\$ (34,314.78)</b>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 2,604.17	\$ 2,604.16	\$ .01	\$ 7,812.51	\$ 7,812.50	\$ .01
Reporting / Partner Management F	\$ 1,080.00	\$ 1,080.00	\$ 0.00	\$ 3,240.00	\$ 3,240.00	\$ 0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	7,500.00	7,500.00	0.00
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 6,184.17</b>	<b>\$ 6,184.16</b>	<b>\$ .01</b>	<b>\$ 18,552.51</b>	<b>\$ 18,552.50</b>	<b>\$ .01</b>
<b>Total Project Expenses</b>	<b>\$ 61,986.23</b>	<b>\$ 67,355.55</b>	<b>\$ (5,369.32)</b>	<b>\$ 167,751.98</b>	<b>\$ 202,066.75</b>	<b>\$ (34,314.77)</b>
<b>Net Profit (Loss)</b>	<b>\$ 2,861.34</b>	<b>\$ 1,330.29</b>	<b>\$ 1,531.05</b>	<b>\$ 28,485.06</b>	<b>\$ 3,990.75</b>	<b>\$ 24,494.31</b>

Chico Commons 549  
For the Month Ended March 31, 2025  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Cash Flow Items:						
Reserve Transfers	\$ (396.92)	\$ 0.00	\$ (396.92)	\$ (1,271.61)	\$ 0.00	\$ (1,271.61)
T & I Transfers	(3,214.16)	0.00	(3,214.16)	(9,644.60)	0.00	(9,644.60)
Operating - MMKT- FFB*	(68.25)	0.00	(68.25)	(166.86)	0.00	(166.86)
Security Deposits Held	0.00	0.00	0.00	(649.00)	0.00	(649.00)
Authorized Reserve - Other	0.00	(11,783.34)	11,783.34	0.00	(35,350.00)	35,350.00
Tenant Receivables	567.59	0.00	567.59	9,912.61	0.00	9,912.61
Other Receivables	5,110.67	0.00	5,110.67	(36,334.08)	0.00	(36,334.08)
Accounts Payable - Trade	(2,710.88)	0.00	(2,710.88)	(67,358.55)	0.00	(67,358.55)
Accrued Interest - City of Chico	2,604.17	0.00	2,604.17	7,812.51	0.00	7,812.51
Total Other Cash Flow Items	\$ 1,892.22	\$ (11,783.34)	\$ 13,675.56	\$ (97,699.58)	\$ (35,350.00)	\$ (62,349.58)
Net Operating Cash Change	\$ 4,753.56	\$ (10,453.05)	\$ 15,206.61	\$ (69,214.52)	\$ (31,359.25)	\$ (37,855.27)
Cash Accounts	End Balance 1 Year Ago	Current Balance	Change			
Operating-FFB	\$ 100,305.86	\$ 31,091.34	\$ (69,214.52)			
Operating - MMKT- FFB*	89,298.46	89,465.32	166.86			
Tax & Insurance-FFB	69,294.47	78,939.07	9,644.60			
Security Deposit - FFB	44,775.00	44,775.00	0.00			
Reserve Acct-FFB	16,375.41	23,897.67	7,522.26			
Reserve Acct - MMKT - FFB*	508,644.34	509,893.69	1,249.35			
Payables & Receivables:						
Accounts Payable - Trade	59,524.93	(7,833.62)	(67,358.55)			
Rents Receivable - Current Tenants	21,205.01	9,052.59	(12,152.42)			
Allowance for Doubtful Accounts	(2,407.61)	(2,407.61)	0.00			
Other Tenant Charges Receivable	4,228.37	6,468.18	2,239.81			

Chico Commons 549  
For the Month Ended March 31, 2025  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 5,236.09	\$ 6,555.00	\$ (1,318.91)	\$ 15,786.22	\$ 19,665.00	\$ (3,878.78)
Janitorial/Cleaning Supplies	76.53	137.34	(60.81)	407.32	412.00	(4.68)
Plumbing Repairs	2,469.67	468.16	2,001.51	2,979.01	1,404.50	1,574.51
Painting & Decorating	93.45	774.84	(681.39)	729.38	2,324.50	(1,595.12)
Repairs & Maintenance - Supply	2,750.06	3,707.09	(957.03)	8,384.08	11,121.25	(2,737.17)
Repairs & Maintenance - Contract	5,376.02	3,000.34	2,375.68	12,420.44	9,001.00	3,419.44
Grounds Maintenance	1,840.00	2,219.16	(379.16)	5,520.00	6,657.50	(1,137.50)
Pest Control Service	283.00	995.66	(712.66)	3,121.00	2,987.00	134.00
Fire/Alarm Services	166.38	740.00	(573.62)	792.09	2,220.00	(1,427.91)
Capital Improvements - Other	3,334.19	5,733.34	(2,399.15)	4,109.37	17,200.00	(13,090.63)
Capital Improvements - Flooring	0.00	2,400.00	(2,400.00)	386.76	7,200.00	(6,813.24)
Capital Improvements - Appliances	0.00	729.16	(729.16)	565.66	2,187.50	(1,621.84)
Capital Improvements - HVAC Repl.	8,900.00	0.00	8,900.00	8,900.00	0.00	8,900.00
Carpet Cleaning	139.00	91.91	47.09	417.00	275.75	141.25
HVAC Repairs	(82.00)	1,539.25	(1,621.25)	765.00	4,617.75	(3,852.75)
Cable Service	115.20	102.84	12.36	421.70	308.50	113.20
Tenant Services	0.00	41.66	(41.66)	0.00	125.00	(125.00)
Total Maint. & Operating Exp.	\$ 30,697.59	\$ 29,235.75	\$ 1,461.84	\$ 65,705.03	\$ 87,707.25	\$ (22,002.22)
Utilities:						
Electricity	\$ 1,023.27	\$ 1,003.41	\$ 19.86	\$ 3,161.67	\$ 3,010.25	\$ 151.42
Water	1,334.38	2,754.84	(1,420.46)	4,290.82	8,264.50	(3,973.68)
Sewer	1,585.29	2,746.59	(1,161.30)	4,755.87	8,239.75	(3,483.88)
Heating Fuel/Other	1,865.63	1,933.91	(68.28)	5,246.83	5,801.75	(554.92)
Garbage & Trash Removal	1,353.90	2,515.00	(1,161.10)	4,700.80	7,545.00	(2,844.20)
Total Utilities	\$ 7,162.47	\$ 10,953.75	\$ (3,791.28)	\$ 22,155.99	\$ 32,861.25	\$ (10,705.26)
Administrative:						
Manager's Salary	\$ 3,974.94	\$ 4,950.16	\$ (975.22)	\$ 12,011.27	\$ 14,850.50	\$ (2,839.23)
Management Fees	4,032.00	4,032.00	0.00	12,096.00	12,096.00	0.00
Bad Debt Expense	1,679.00	0.00	1,679.00	10,369.86	0.00	10,369.86
Auditing	1,000.00	1,000.00	0.00	2,725.00	3,000.00	(275.00)
Legal	75.00	833.34	(758.34)	2,145.65	2,500.00	(354.35)
Other Administrative Expenses	76.65	169.41	(92.76)	1,317.40	508.25	809.15
Total Administrative Expense	\$ 10,837.59	\$ 10,984.91	\$ (147.32)	\$ 40,665.18	\$ 32,954.75	\$ 7,710.43
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 0.00	\$ 82.50	\$ (82.50)	\$ 0.00	\$ 247.50	\$ (247.50)
Property Insurance	4,110.67	4,110.66	.01	11,646.92	12,332.00	(685.08)
Total Taxes & Insurance Expense	\$ 4,110.67	\$ 4,193.16	\$ (82.49)	\$ 11,646.92	\$ 12,579.50	\$ (932.58)

Chico Commons 549  
For the Month Ended March 31, 2025  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Taxes & Insurance:						
Payroll Taxes	\$ 780.70	\$ 1,118.16	\$ (337.46)	\$ 3,004.96	\$ 3,354.50	\$ (349.54)
Other Taxes, Fees & Permits	816.07	192.00	624.07	816.07	576.00	240.07
Bond Premiums	0.00	32.34	(32.34)	317.90	97.00	220.90
Worker's Compensation Insurance	330.57	501.16	(170.59)	1,042.77	1,503.50	(460.73)
Personnel Medical Insurance	4.00	2,371.41	(2,367.41)	11.98	7,114.25	(7,102.27)
Total Other Taxes & Insurance	<u>\$ 1,931.34</u>	<u>\$ 4,215.07</u>	<u>\$ (2,283.73)</u>	<u>\$ 5,193.68</u>	<u>\$ 12,645.25</u>	<u>\$ (7,451.57)</u>
Other Project Expenses						
Telephone & Answering Service	\$ 237.99	\$ 258.00	\$ (20.01)	\$ 852.54	\$ 774.00	\$ 78.54
Internet Service	144.85	271.50	(126.65)	579.40	814.50	(235.10)
Advertising	0.00	54.16	(54.16)	0.00	162.50	(162.50)
Water/Coffee Service	43.96	18.75	25.21	139.87	56.25	83.62
Office Supplies & Expense	357.73	265.59	92.14	1,483.75	796.75	687.00
Postage	68.18	88.75	(20.57)	187.97	266.25	(78.28)
Toner/Copier Expense	187.00	188.09	(1.09)	479.76	564.25	(84.49)
Office Furniture & Equipment Expense	0.00	208.34	(208.34)	0.00	625.00	(625.00)
Travel & Promotion	22.69	70.91	(48.22)	36.57	212.75	(176.18)
Training Expense	0.00	64.66	(64.66)	0.00	194.00	(194.00)
Credit Checking	0.00	100.00	(100.00)	0.00	300.00	(300.00)
Employee Meals	0.00	0.00	0.00	72.81	0.00	72.81
Total Other Project Expenses	<u>\$ 1,062.40</u>	<u>\$ 1,588.75</u>	<u>\$ (526.35)</u>	<u>\$ 3,832.67</u>	<u>\$ 4,766.25</u>	<u>\$ (933.58)</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 2,604.17	\$ 2,604.16	\$ .01	\$ 7,812.51	\$ 7,812.50	\$ .01
Reporting / Partner Management Fee	\$ 1,080.00	\$ 1,080.00	\$ 0.00	\$ 3,240.00	\$ 3,240.00	\$ 0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	7,500.00	7,500.00	0.00
Total Mortgage & Owner's Exp.	<u>\$ 6,184.17</u>	<u>\$ 6,184.16</u>	<u>\$ .01</u>	<u>\$ 18,552.51</u>	<u>\$ 18,552.50</u>	<u>\$ .01</u>
Total Expenses	<u><u>\$ 61,986.23</u></u>	<u><u>\$ 67,355.55</u></u>	<u><u>\$ (5,369.32)</u></u>	<u><u>\$ 167,751.98</u></u>	<u><u>\$ 202,066.75</u></u>	<u><u>\$ (34,314.77)</u></u>
Reserves						
Authorized Reserve - Other	<u>\$ 0.00</u>	<u>\$ 11,783.34</u>	<u>\$ (11,783.34)</u>	<u>\$ 0.00</u>	<u>\$ 35,350.00</u>	<u>\$ (35,350.00)</u>
	\$ 0.00	\$ 11,783.34	\$ (11,783.34)	\$ 0.00	\$ 35,350.00	\$ (35,350.00)



## Walker Commons March 2025



Separate *Variance Report* explaining budget differences and expenditures.  
The current reserve balance is \$682,021.21.

### **Updates:**

Walker Commons currently has 3 units available for occupancy.

### **Unit Turns:**

- **#27:** Rent ready – Scheduled Move-in 4/11/25.
- **#4:** (Medical) - Unit is Market Ready – applicant in process.
- **#11:** (Left the country) - Minor cleaning

### **Events:**

- The property continues to hold a donut and ice cream social event each Friday.
- Spring is here and it is time to enhance the focus on the community garden. Management will host a Spring “planting party” to engage residents in beautifying the garden.

The gutter replacement project at the rear of the complex has been completed.

We welcomed a new manager *Whitney Vaughan* to the site on 04/07/2025. Miriam is back on-site training and introducing Whitney to the community.



Walker Commons 550  
For the Month Ended March 31, 2025  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Rental Income</b>						
Gross Rents	\$ 37,199.00	\$ 40,595.50	\$ (3,396.50)	\$ 113,120.00	\$ 121,786.50	\$ (8,666.50)
Private Subsidy Income	\$ 7,350.00	\$ 0.00	\$ 7,350.00	\$ 22,212.00	\$ 0.00	\$ 22,212.00
Vacancies	(1,367.00)	(608.91)	(758.09)	(3,673.00)	(1,826.75)	(1,846.25)
Rent Adjustments	0.00	(18.00)	18.00	0.00	(54.00)	54.00
Manager's Unit	(906.00)	(906.00)	0.00	(2,718.00)	(2,718.00)	0.00
<b>Total Tenant Rent</b>	<b>\$ 42,276.00</b>	<b>\$ 39,062.59</b>	<b>\$ 3,213.41</b>	<b>\$ 128,941.00</b>	<b>\$ 117,187.75</b>	<b>\$ 11,753.25</b>
<b>Other Project Income:</b>						
Laundry Income	\$ 758.42	\$ 271.84	\$ 486.58	\$ 1,206.94	\$ 815.50	\$ 391.44
Interest Income	129.60	6.09	123.51	413.63	18.25	395.38
Restricted Reserve Interest Income	498.39	0.00	498.39	1,599.49	0.00	1,599.49
Late Charges	0.00	4.16	(4.16)	950.00	12.50	937.50
Other Tenant Income	(61.00)	9.16	(70.16)	289.00	27.50	261.50
<b>Other Project Income</b>	<b>\$ 1,325.41</b>	<b>\$ 291.25</b>	<b>\$ 1,034.16</b>	<b>\$ 4,459.06</b>	<b>\$ 873.75</b>	<b>\$ 3,585.31</b>
<b>Total Project Income</b>	<b>\$ 43,601.41</b>	<b>\$ 39,353.84</b>	<b>\$ 4,247.57</b>	<b>\$ 133,400.06</b>	<b>\$ 118,061.50</b>	<b>\$ 15,338.56</b>
<b>Project Expenses:</b>						
Maint. & Oper. Exp. (Page 3)	\$ 16,908.35	\$ 14,480.43	\$ 2,427.92	\$ 44,658.34	\$ 43,441.25	\$ 1,217.09
Utilities (Page 3)	2,455.62	4,920.09	(2,464.47)	8,592.00	14,760.25	(6,168.25)
Administrative (Page 3)	5,124.95	8,827.27	(3,702.32)	21,519.35	26,481.75	(4,962.40)
Taxes & Insurance (Page 3)	2,572.50	2,585.34	(12.84)	7,258.67	7,756.00	(497.33)
Other Taxes & Insurance (Page 4)	2,251.25	3,702.25	(1,451.00)	8,220.10	11,106.75	(2,886.65)
Other Project Expenses (Page 4)	570.50	1,028.43	(457.93)	2,835.64	3,085.25	(249.61)
<b>Total O&amp;M Expenses</b>	<b>\$ 29,883.17</b>	<b>\$ 35,543.81</b>	<b>\$ (5,660.64)</b>	<b>\$ 93,084.10</b>	<b>\$ 106,631.25</b>	<b>\$ (13,547.15)</b>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 3,750.00	\$ 3,750.00	\$ 0.00
Reporting / Partner Management F	\$ 625.00	\$ 625.00	\$ 0.00	\$ 1,875.00	\$ 1,875.00	\$ 0.00
Transfer - Reserves	933.34	933.34	0.00	2,800.02	2,800.00	.02
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 2,808.34</b>	<b>\$ 2,808.34</b>	<b>\$ 0.00</b>	<b>\$ 8,425.02</b>	<b>\$ 8,425.00</b>	<b>\$ .02</b>
<b>Total Project Expenses</b>	<b>\$ 32,691.51</b>	<b>\$ 38,352.15</b>	<b>\$ (5,660.64)</b>	<b>\$ 101,509.12</b>	<b>\$ 115,056.25</b>	<b>\$ (13,547.13)</b>
<b>Net Profit (Loss)</b>	<b>\$ 10,909.90</b>	<b>\$ 1,001.69</b>	<b>\$ 9,908.21</b>	<b>\$ 31,890.94</b>	<b>\$ 3,005.25</b>	<b>\$ 28,885.69</b>

Walker Commons 550  
For the Month Ended March 31, 2025  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Cash Flow Items:						
Reserve Transfers	\$ (498.39)	\$ 0.00	\$ (498.39)	\$ (1,599.49)	\$ 0.00	\$ (1,599.49)
T & I Transfers	(2,137.48)	0.00	(2,137.48)	(6,414.89)	0.00	(6,414.89)
Operating - MMKT- FFB*	(105.79)	0.00	(105.79)	(339.75)	0.00	(339.75)
Security Deposits Held	(340.00)	0.00	(340.00)	(340.00)	0.00	(340.00)
Authorized Reserve - Other	0.00	(6,458.34)	6,458.34	0.00	(19,375.00)	19,375.00
Tenant Receivables	(17,716.00)	0.00	(17,716.00)	(22,085.00)	0.00	(22,085.00)
Other Receivables	3,572.50	0.00	3,572.50	(25,113.66)	0.00	(25,113.66)
Accounts Payable - Trade	(1,275.46)	0.00	(1,275.46)	(15,314.82)	0.00	(15,314.82)
Accrued Interest - City of Chico	1,250.00	0.00	1,250.00	3,750.00	0.00	3,750.00
Accrued Partnership Fees	625.00	0.00	625.00	1,875.00	0.00	1,875.00
Total Other Cash Flow Items	<u>\$ (16,625.62)</u>	<u>\$ (6,458.34)</u>	<u>\$ (10,167.28)</u>	<u>\$ (65,582.61)</u>	<u>\$ (19,375.00)</u>	<u>\$ (46,207.61)</u>
Net Operating Cash Change	<u><u>\$ (5,715.72)</u></u>	<u><u>\$ (5,456.65)</u></u>	<u><u>\$ (259.07)</u></u>	<u><u>\$ (33,691.67)</u></u>	<u><u>\$ (16,369.75)</u></u>	<u><u>\$ (17,321.92)</u></u>
Cash Accounts	End Balance 1 Year Ago	Current Balance	Change			
Operating-FFB	\$ 92,257.74	\$ 58,566.07	\$ (33,691.67)			
Operating - MMKT- FFB*	138,328.81	138,668.56	339.75			
Tax & Insurance - FFB	58,478.71	64,893.60	6,414.89			
Security Deposit - FFB	21,230.00	21,230.00	0.00			
Reserve Acct - FFB	53,777.13	56,644.26	2,867.13			
Reserve Acct MMKT-FFB*	623,844.57	625,376.95	1,532.38			
Payables & Receivables:						
Accounts Payable - Trade	11,214.82	(4,100.00)	(15,314.82)			
Rents Receivable - Current Tenants	1,832.74	22,464.74	20,632.00			
Other Tenant Charges Receivable	217.00	903.00	686.00			

Walker Commons 550  
For the Month Ended March 31, 2025  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 3,682.18	\$ 4,370.00	\$ (687.82)	\$ 10,993.63	\$ 13,110.00	\$ (2,116.37)
Janitorial/Cleaning Supplies	0.00	133.09	(133.09)	675.36	399.25	276.11
Plumbing Repairs	359.67	239.91	119.76	2,174.09	719.75	1,454.34
Painting & Decorating	79.99	301.25	(221.26)	311.00	903.75	(592.75)
Repairs & Maintenance - Supply	982.61	1,089.09	(106.48)	4,967.70	3,267.25	1,700.45
Repairs & Maintenance - Contract	1,171.97	1,299.84	(127.87)	2,588.99	3,899.50	(1,310.51)
Grounds Maintenance	4,655.00	2,008.34	2,646.66	6,495.00	6,025.00	470.00
Pest Control Service	278.00	333.34	(55.34)	834.00	1,000.00	(166.00)
Fire/Alarm Services	126.00	276.75	(150.75)	252.00	830.25	(578.25)
Capital Improvements - Other	400.36	1,169.16	(768.80)	1,459.73	3,507.50	(2,047.77)
Capital Improvements - Flooring	2,659.85	1,041.66	1,618.19	7,547.85	3,125.00	4,422.85
Capital Improvements - Appliances	1,830.52	387.50	1,443.02	3,733.81	1,162.50	2,571.31
Capital Improvements - HVAC Repl.	0.00	583.34	(583.34)	925.18	1,750.00	(824.82)
Capital Improvements - Water Heaters	0.00	666.66	(666.66)	0.00	2,000.00	(2,000.00)
Carpet Cleaning	129.00	70.84	58.16	129.00	212.50	(83.50)
HVAC Repairs	423.00	200.00	223.00	893.00	600.00	293.00
Cable Service	130.20	109.66	20.54	481.70	329.00	152.70
Tenant Services	0.00	200.00	(200.00)	196.30	600.00	(403.70)
Total Maint. & Operating Exp.	\$ 16,908.35	\$ 14,480.43	\$ 2,427.92	\$ 44,658.34	\$ 43,441.25	\$ 1,217.09
Utilities:						
Electricity	\$ 430.86	\$ 819.34	\$ (388.48)	\$ 1,571.95	\$ 2,458.00	\$ (886.05)
Water	594.88	775.00	(180.12)	1,765.26	2,325.00	(559.74)
Sewer	879.34	2,178.91	(1,299.57)	2,638.02	6,536.75	(3,898.73)
Heating Fuel/Other	156.94	386.59	(229.65)	545.57	1,159.75	(614.18)
Garbage & Trash Removal	393.60	760.25	(366.65)	2,071.20	2,280.75	(209.55)
Total Utilities	\$ 2,455.62	\$ 4,920.09	\$ (2,464.47)	\$ 8,592.00	\$ 14,760.25	\$ (6,168.25)
Administrative:						
Manager's Salary	\$ 0.00	\$ 4,368.34	\$ (4,368.34)	\$ 5,545.88	\$ 13,105.00	\$ (7,559.12)
Management Fees	3,136.00	3,136.00	0.00	9,408.00	9,408.00	0.00
Bad Debt Expense	978.00	0.00	978.00	3,014.00	0.00	3,014.00
Auditing	1,000.00	1,000.00	0.00	2,666.67	3,000.00	(333.33)
Legal	0.00	171.09	(171.09)	0.00	513.25	(513.25)
Other Administrative Expenses	10.95	151.84	(140.89)	884.80	455.50	429.30
Total Administrative Expense	\$ 5,124.95	\$ 8,827.27	\$ (3,702.32)	\$ 21,519.35	\$ 26,481.75	\$ (4,962.40)
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 0.00	\$ 12.84	\$ (12.84)	\$ 0.00	\$ 38.50	\$ (38.50)
Property Insurance	2,572.50	2,572.50	0.00	7,258.67	7,717.50	(458.83)
Total Taxes & Insurance Expense	\$ 2,572.50	\$ 2,585.34	\$ (12.84)	\$ 7,258.67	\$ 7,756.00	\$ (497.33)

Walker Commons 550  
For the Month Ended March 31, 2025  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Taxes & Insurance:						
Payroll Taxes	\$ 273.27	\$ 827.16	\$ (553.89)	\$ 1,780.04	\$ 2,481.50	\$ (701.46)
Other Taxes, Fees & Permits	800.00	295.91	504.09	800.00	887.75	(87.75)
Bond Premiums	0.00	25.84	(25.84)	247.25	77.50	169.75
Worker's Compensation Insurance	108.22	380.50	(272.28)	566.07	1,141.50	(575.43)
Personnel Medical Insurance	1,069.76	2,172.84	(1,103.08)	4,826.74	6,518.50	(1,691.76)
Total Other Taxes & Insurance	<u>\$ 2,251.25</u>	<u>\$ 3,702.25</u>	<u>\$ (1,451.00)</u>	<u>\$ 8,220.10</u>	<u>\$ 11,106.75</u>	<u>\$ (2,886.65)</u>
Other Project Expenses						
Telephone & Answering Service	\$ 266.00	\$ 237.59	\$ 28.41	\$ 1,003.26	\$ 712.75	\$ 290.51
Internet Service	71.95	100.00	(28.05)	287.80	300.00	(12.20)
Advertising	0.00	16.66	(16.66)	0.00	50.00	(50.00)
Water/Coffee Service	60.85	24.50	36.35	237.27	73.50	163.77
Office Supplies & Expense	41.29	325.00	(283.71)	943.69	975.00	(31.31)
Postage	8.51	81.00	(72.49)	46.72	243.00	(196.28)
Toner/Copier Expense	121.90	110.34	11.56	121.90	331.00	(209.10)
Travel & Promotion	0.00	33.34	(33.34)	195.00	100.00	95.00
Training Expense	0.00	58.34	(58.34)	0.00	175.00	(175.00)
Credit Checking	0.00	41.66	(41.66)	0.00	125.00	(125.00)
Total Other Project Expenses	<u>\$ 570.50</u>	<u>\$ 1,028.43</u>	<u>\$ (457.93)</u>	<u>\$ 2,835.64</u>	<u>\$ 3,085.25</u>	<u>\$ (249.61)</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 3,750.00	\$ 3,750.00	\$ 0.00
Reporting / Partner Management Fee	\$ 625.00	\$ 625.00	\$ 0.00	\$ 1,875.00	\$ 1,875.00	\$ 0.00
Transfer - Reserves	933.34	933.34	0.00	2,800.02	2,800.00	.02
Total Mortgage & Owner's Exp.	<u>\$ 2,808.34</u>	<u>\$ 2,808.34</u>	<u>\$ 0.00</u>	<u>\$ 8,425.02</u>	<u>\$ 8,425.00</u>	<u>\$ .02</u>
Total Expenses	<u><u>\$ 32,691.51</u></u>	<u><u>\$ 38,352.15</u></u>	<u><u>\$ (5,660.64)</u></u>	<u><u>\$ 101,509.12</u></u>	<u><u>\$ 115,056.25</u></u>	<u><u>\$ (13,547.13)</u></u>
Reserves						
Authorized Reserve - Other	<u>\$ 0.00</u>	<u>\$ 6,458.34</u>	<u>\$ (6,458.34)</u>	<u>\$ 0.00</u>	<u>\$ 19,375.00</u>	<u>\$ (19,375.00)</u>
	\$ 0.00	\$ 6,458.34	\$ (6,458.34)	\$ 0.00	\$ 19,375.00	\$ (19,375.00)

## 1200 Park Avenue Apartments March 2025



Separate *Variance Report* explaining budget differences and expenditures.  
The current reserve balance is \$338,005.48.

### **Updates:**

1200 Park Avenue currently has 6 units available for occupancy, 2 move-ins and 1 move-out in March.

### **Vacancies:**

- **Unit #214:** (Deceased) Unit needs minor repairs, applicant in process.
- **Unit #260:** (Termination) Unit needs minor repairs, applicant in process.
- **Unit #242:** (RA Transfer to #133) Unit needs minor repairs.
- **Unit #262:** (Leaving the Area) Unit needs minor repairs.
- **Unit #305:** (Deceased) Minor repairs, Full paint and flooring.
- **Unit #331:** (Personal) Minor repairs.

### **Upcoming Vacancies:**

- **No pending notices.**

Current applicants on waiting list have insufficient income to pay the 50% and 60% rents. Rent amounts are under review for reduction, if necessary to expedite move ins. Current focus is to fill the lower 45% units. Staff are working to turn and lease units as quickly as possible. Advertising is ongoing. As expected, leasing has picked up with the new year.

Quarterly carpet cleaning is in process - 3<sup>rd</sup> floor is complete. 1<sup>st</sup> and 2<sup>nd</sup> floors will be scheduled soon. Residents will be notified in advance.

**Staffing:** The site will be fully staffed in April.

- Amber Akins (Assistant Manager) Starting on 04/15/2025.
- Cindi Weber (Property Manager) Starting on 04/21/2025.

We are excited to bring on the new team members and planning for initial training and community specific education to ensure the ability to succeed.





Residents turned out for a St. Patty's Day Luncheon and raffle. Staff organized quite the spread, including several festive green food items. The feedback from residents was positive and a good time was had by all!

### Event Photos: St Patrick's Day



(530) 745-6170 tel    AWI Management Corporation  
(530) 745-6171 fax    120 Center Street  
www.awimc.com        Auburn CA 95603

AWI Management Corporation is an Equal Opportunity provider.







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AWI Management Corporation  
120 Center Street  
Auburn CA 95603



AWI Management Corporation is an Equal Opportunity provider.

Park Avenue 569  
For the Month Ended March 31, 2025  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Rental Income</b>						
Gross Rents	\$ 100,344.00	\$ 95,845.09	\$ 4,498.91	\$ 280,088.00	\$ 287,535.25	\$ (7,447.25)
Vacancies	\$ (4,689.00)	\$ (3,833.84)	\$ (855.16)	\$ (15,734.00)	\$ (11,501.50)	\$ (4,232.50)
Manager's Unit	(1,111.00)	(1,111.00)	0.00	(3,333.00)	(3,333.00)	0.00
<b>Total Tenant Rent</b>	<b>\$ 94,544.00</b>	<b>\$ 90,900.25</b>	<b>\$ 3,643.75</b>	<b>\$ 261,021.00</b>	<b>\$ 272,700.75</b>	<b>\$ (11,679.75)</b>
<b>Other Project Income:</b>						
Laundry Income	\$ 0.00	\$ 666.66	\$ (666.66)	\$ 0.00	\$ 2,000.00	\$ (2,000.00)
Interest Income	27.10	0.00	27.10	122.48	0.00	122.48
Restricted Reserve Interest Income	21.80	18.16	3.64	69.48	54.50	14.98
Late Charges	217.00	68.50	148.50	461.94	205.50	256.44
Application Fees	0.00	13.91	(13.91)	25.00	41.75	(16.75)
Other Tenant Income	81.25	333.34	(252.09)	594.25	1,000.00	(405.75)
Miscellaneous Income	63.50	19.84	43.66	289.00	59.50	229.50
<b>Other Project Income</b>	<b>\$ 410.65</b>	<b>\$ 1,120.41</b>	<b>\$ (709.76)</b>	<b>\$ 1,562.15</b>	<b>\$ 3,361.25</b>	<b>\$ (1,799.10)</b>
<b>Total Project Income</b>	<b>\$ 94,954.65</b>	<b>\$ 92,020.66</b>	<b>\$ 2,933.99</b>	<b>\$ 262,583.15</b>	<b>\$ 276,062.00</b>	<b>\$ (13,478.85)</b>
<b>Project Expenses:</b>						
Maint. & Oper. Exp. (Page 3)	\$ 28,587.37	\$ 21,761.41	\$ 6,825.96	\$ 68,313.53	\$ 65,284.25	\$ 3,029.28
Utilities (Page 3)	4,214.04	13,232.52	(9,018.48)	22,517.30	39,697.50	(17,180.20)
Administrative (Page 3)	11,719.82	13,035.41	(1,315.59)	37,648.35	39,106.25	(1,457.90)
Taxes & Insurance (Page 3)	7,269.41	7,439.75	(170.34)	20,565.48	22,319.25	(1,753.77)
Other Taxes & Insurance (Page 4)	3,034.10	3,453.93	(419.83)	9,059.22	10,361.75	(1,302.53)
Other Project Expenses (Page 4)	2,378.03	2,401.07	(23.04)	7,474.22	7,203.25	270.97
<b>Total O&amp;M Expenses</b>	<b>\$ 57,202.77</b>	<b>\$ 61,324.09</b>	<b>\$ (4,121.32)</b>	<b>\$ 165,578.10</b>	<b>\$ 183,972.25</b>	<b>\$ (18,394.15)</b>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 26,105.39	\$ 26,300.41	\$ (195.02)	\$ 78,316.17	\$ 78,901.25	\$ (585.08)
Managing General Partner Fees	\$ 1,085.50	\$ 1,105.50	\$ (20.00)	\$ 3,256.50	\$ 3,316.50	\$ (60.00)
Transfer - Reserves	2,675.00	2,675.00	0.00	8,025.00	8,025.00	0.00
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 29,865.89</b>	<b>\$ 30,080.91</b>	<b>\$ (215.02)</b>	<b>\$ 89,597.67</b>	<b>\$ 90,242.75</b>	<b>\$ (645.08)</b>
<b>Total Project Expenses</b>	<b>\$ 87,068.66</b>	<b>\$ 91,405.00</b>	<b>\$ (4,336.34)</b>	<b>\$ 255,175.77</b>	<b>\$ 274,215.00</b>	<b>\$ (19,039.23)</b>
<b>Net Profit (Loss)</b>	<b>\$ 7,885.99</b>	<b>\$ 615.66</b>	<b>\$ 7,270.33</b>	<b>\$ 7,407.38</b>	<b>\$ 1,847.00</b>	<b>\$ 5,560.38</b>

Park Avenue 569  
For the Month Ended March 31, 2025  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Cash Flow Items:						
Reserve Transfers	\$ (16.35)	\$ 0.00	\$ (16.35)	\$ 65,508.21	\$ 0.00	\$ 65,508.21
T & I Transfers	(7,489.83)	0.00	(7,489.83)	46,959.50	0.00	46,959.50
Operating - MMKT- FFB*	(20,000.77)	0.00	(20,000.77)	(20,002.48)	0.00	(20,002.48)
Other Cash Changes	296.25	0.00	296.25	626.57	0.00	626.57
Security Deposits Held	(300.00)	0.00	(300.00)	600.00	0.00	600.00
Authorized Reserve - Other	0.00	(10,941.66)	10,941.66	(65,410.32)	(32,825.00)	(32,585.32)
Pending Reserves	0.00	0.00	0.00	(3,064.49)	0.00	(3,064.49)
Tenant Receivables	(12,931.00)	0.00	(12,931.00)	(15,166.94)	0.00	(15,166.94)
Other Receivables	8,269.41	0.00	8,269.41	9,695.30	0.00	9,695.30
Accounts Payable - Trade	(1,077.97)	0.00	(1,077.97)	5,055.60	0.00	5,055.60
Accrued Expenses	1.00	0.00	1.00	1,951.00	0.00	1,951.00
Accrued Interest City of Chico	6,125.00	0.00	6,125.00	18,375.00	0.00	18,375.00
Accrued Local Administration Fee	416.67	0.00	416.67	1,250.01	0.00	1,250.01
Accrued Managing GP Fee	668.83	0.00	668.83	2,006.49	0.00	2,006.49
Accrued Interest Housing Authority	4,785.75	0.00	4,785.75	14,357.25	0.00	14,357.25
Partner's Equity	0.00	0.00	0.00	(535.00)	0.00	(535.00)
Total Other Cash Flow Items	<u>\$ (21,253.01)</u>	<u>\$ (10,941.66)</u>	<u>\$ (10,311.35)</u>	<u>\$ 62,205.70</u>	<u>\$ (32,825.00)</u>	<u>\$ 95,030.70</u>
Net Operating Cash Change	<u><u>\$ (13,367.02)</u></u>	<u><u>\$ (10,326.00)</u></u>	<u><u>\$ (3,041.02)</u></u>	<u><u>\$ 69,613.08</u></u>	<u><u>\$ (30,978.00)</u></u>	<u><u>\$ 100,591.08</u></u>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating-FFB	\$ 26,393.72	\$ 96,006.80	\$ 69,613.08
Operating - MMKT- FFB*	1,026.23	21,028.71	20,002.48
Cash Transfers	0.00	(296.25)	(296.25)
Tax & Insurance-FFB	125,483.44	78,523.94	(46,959.50)
Security Deposit - FFB	36,064.00	36,064.00	0.00
Repl Reserves - Berkadia - IMP**	395,488.69	338,005.48	(57,483.21)
Payables & Receivables:			
Accounts Payable - Trade	(30,331.19)	(25,275.59)	5,055.60
Rents Receivable - Current Tenants	6,428.44	22,066.14	15,637.70
Other Tenant Charges Receivable	3,750.94	3,280.18	(470.76)

Park Avenue 569  
For the Month Ended March 31, 2025  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 7,360.57	\$ 7,900.00	\$ (539.43)	\$ 22,350.32	\$ 23,700.00	\$ (1,349.68)
Janitorial/Cleaning Supplies	307.36	318.25	(10.89)	645.67	954.75	(309.08)
Plumbing Repairs	0.00	219.75	(219.75)	0.00	659.25	(659.25)
Painting & Decorating	391.49	223.84	167.65	391.49	671.50	(280.01)
Repairs & Maintenance - Supply	311.89	1,547.75	(1,235.86)	5,068.74	4,643.25	425.49
Repairs & Maintenance - Contract	3,560.01	2,250.00	1,310.01	8,373.93	6,750.00	1,623.93
Grounds Maintenance	1,865.00	1,966.66	(101.66)	5,595.00	5,900.00	(305.00)
Elevator Maintenance & Contract	598.30	984.16	(385.86)	3,421.12	2,952.50	468.62
Pest Control Service	640.00	1,000.00	(360.00)	1,335.00	3,000.00	(1,665.00)
Fire/Alarm Services	771.05	1,523.91	(752.86)	6,190.31	4,571.75	1,618.56
Security Service	1,314.00	711.00	603.00	2,670.00	2,133.00	537.00
Capital Improvements - Other	5,160.00	1,660.00	3,500.00	5,405.10	4,980.00	425.10
Capital Improvements - Flooring	5,271.31	0.00	5,271.31	5,379.46	0.00	5,379.46
Capital Improvements - Appliances	897.39	826.34	71.05	897.39	2,479.00	(1,581.61)
Carpet Cleaning	139.00	416.66	(277.66)	447.00	1,250.00	(803.00)
HVAC Repairs	0.00	86.00	(86.00)	0.00	258.00	(258.00)
Tenant Services	0.00	127.09	(127.09)	143.00	381.25	(238.25)
Total Maint. & Operating Exp.	\$ 28,587.37	\$ 21,761.41	\$ 6,825.96	\$ 68,313.53	\$ 65,284.25	\$ 3,029.28
Utilities:						
Electricity	\$ 118.62	\$ 8,621.09	\$ (8,502.47)	\$ 6,493.02	\$ 25,863.25	\$ (19,370.23)
Water	1,307.21	1,149.34	157.87	3,689.73	3,448.00	241.73
Sewer	1,951.97	1,963.59	(11.62)	5,852.94	5,890.75	(37.81)
Heating Fuel/Other	92.68	454.91	(362.23)	3,562.93	1,364.75	2,198.18
Garbage & Trash Removal	743.56	1,043.59	(300.03)	2,918.68	3,130.75	(212.07)
Total Utilities	\$ 4,214.04	\$ 13,232.52	\$ (9,018.48)	\$ 22,517.30	\$ 39,697.50	\$ (17,180.20)
Administrative:						
Manager's Salary	\$ 2,910.97	\$ 5,411.66	\$ (2,500.69)	\$ 10,348.58	\$ 16,235.00	\$ (5,886.42)
Management Fees	5,992.00	5,992.00	0.00	17,976.00	17,976.00	0.00
Bad Debt Expense	1,087.00	0.00	1,087.00	4,115.00	0.00	4,115.00
Auditing	1,000.00	1,000.00	0.00	2,687.50	3,000.00	(312.50)
Legal	702.50	407.16	295.34	1,152.50	1,221.50	(69.00)
Reporting Ptr/Mgmt Fees	0.00	0.00	0.00	(535.00)	0.00	(535.00)
Other Administrative Expenses	27.35	224.59	(197.24)	1,903.77	673.75	1,230.02
Total Administrative Expense	\$ 11,719.82	\$ 13,035.41	\$ (1,315.59)	\$ 37,648.35	\$ 39,106.25	\$ (1,457.90)
Taxes & Insurance Reserve For:						
Special Assessments	\$ 0.00	\$ 27.75	\$ (27.75)	\$ 0.00	\$ 83.25	\$ (83.25)
Property Insurance	7,112.08	7,112.09	(.01)	20,093.49	21,336.25	(1,242.76)
Other Insurance	157.33	299.91	(142.58)	471.99	899.75	(427.76)

Park Avenue 569  
For the Month Ended March 31, 2025  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Total Taxes & Insurance Expense	\$ 7,269.41	\$ 7,439.75	\$ (170.34)	\$ 20,565.48	\$ 22,319.25	\$ (1,753.77)
Other Taxes & Insurance:						
Payroll Taxes	\$ 791.33	\$ 1,350.84	\$ (559.51)	\$ 3,338.65	\$ 4,052.50	\$ (713.85)
Other Taxes, Fees & Permits	800.00	233.34	566.66	800.00	700.00	100.00
Bond Premiums	0.00	108.75	(108.75)	472.43	326.25	146.18
Worker's Compensation Insurance	354.89	641.25	(286.36)	1,191.95	1,923.75	(731.80)
Personnel Medical Insurance	1,087.88	1,119.75	(31.87)	3,256.19	3,359.25	(103.06)
Total Other Taxes & Insurance	\$ 3,034.10	\$ 3,453.93	\$ (419.83)	\$ 9,059.22	\$ 10,361.75	\$ (1,302.53)
Other Project Expenses						
Telephone & Answering Service	\$ 696.95	\$ 592.34	\$ 104.61	\$ 2,105.77	\$ 1,777.00	\$ 328.77
Internet Service	127.25	558.34	(431.09)	1,329.53	1,675.00	(345.47)
Advertising	0.00	39.75	(39.75)	0.00	119.25	(119.25)
Water/Coffee Service	59.05	111.25	(52.20)	220.07	333.75	(113.68)
Office Supplies & Expense	850.43	468.00	382.43	2,638.07	1,404.00	1,234.07
Postage	64.90	87.66	(22.76)	113.53	263.00	(149.47)
Toner/Copier Expense	187.61	297.91	(110.30)	625.41	893.75	(268.34)
Office Furniture & Equipment Expense	391.84	0.00	391.84	391.84	0.00	391.84
Travel & Promotion	0.00	144.41	(144.41)	0.00	433.25	(433.25)
Training Expense	0.00	63.91	(63.91)	0.00	191.75	(191.75)
Credit Checking	0.00	29.16	(29.16)	0.00	87.50	(87.50)
Employee Meals	0.00	8.34	(8.34)	50.00	25.00	25.00
Total Other Project Expenses	\$ 2,378.03	\$ 2,401.07	\$ (23.04)	\$ 7,474.22	\$ 7,203.25	\$ 270.97
Mortgage & Owner's Expense						
Mortgage Payment	\$ 26,105.39	\$ 26,300.41	\$ (195.02)	\$ 78,316.17	\$ 78,901.25	\$ (585.08)
Managing General Partner Fees	\$ 1,085.50	\$ 1,105.50	\$ (20.00)	\$ 3,256.50	\$ 3,316.50	\$ (60.00)
Transfer - Reserves	2,675.00	2,675.00	0.00	8,025.00	8,025.00	0.00
Total Mortgage & Owner's Exp.	\$ 29,865.89	\$ 30,080.91	\$ (215.02)	\$ 89,597.67	\$ 90,242.75	\$ (645.08)
Total Expenses	<u>\$ 87,068.66</u>	<u>\$ 91,405.00</u>	<u>\$ (4,336.34)</u>	<u>\$ 255,175.77</u>	<u>\$ 274,215.00</u>	<u>\$ (19,039.23)</u>
Reserves						
Authorized Reserve - Other	\$ 0.00	\$ 10,941.66	\$ (10,941.66)	\$ 65,410.32	\$ 32,825.00	\$ 32,585.32
Pending Reserves	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,064.49</u>	<u>0.00</u>	<u>3,064.49</u>
	\$ 0.00	\$ 10,941.66	\$ (10,941.66)	\$ 68,474.81	\$ 32,825.00	\$ 35,649.81



## MEMO

Date: April 10, 2025  
 To: HACB Board of Commissioners  
 From: Tiffany Lee, Special Programs Coordinator  
 Subject: Family Self-Sufficiency (FSS) Program update for March 2025

<b>Program Statistics for Period Ending</b>	<b>March 2025</b>	<b>March 2024</b>
Number of participants as of last day of the month	29	39
Number of Orientation Briefings	0	0
Number of signed contracts	0	0
Number of Port-In's	0	0
Number of Port-Out's	0	0
Number of Graduates	0	0
Contract Expired	0	0
Number of Terminations	0	0
Number of Voluntary Exits	0	0
Number of Families on FSS Waiting List	0	12
Number of participants with annual income increases (YTD)	0	0
Number of participants with new employment (YTD)	0	0
Number of participants with escrow accounts	18	25
Number of participants currently escrowing	10	16
Amount disbursed from escrow account	\$0	\$0.00
Balance of Escrow Account	\$ 122,859.33	127,649.42

### FSS FY 2025 HUD Grant Program Tracking Data

<b>Program Management Questions:</b>	<b>2025 Calendar Year</b>
PHA mandatory program size (Initial 50)	N/A
PHA voluntary program size (50)	29
Number of FSS participants identified as a person with disabilities	4
Number of FSS participants employed	15
Number of FSS participants in training programs	0
Number of FSS participants enrolled in higher/adult education	4
Number of FSS participants enrolled in school and employed	3
Number of FSS families receiving cash assistance	5
Number of FSS families experiencing a reduction in cash assistance	0
Number of FSS families who have ceased receiving cash assistance	2
How many new FSS escrow accounts were established	0
Number of FSS families moved to non-subsidized housing	0
Number of FSS families moved to home-ownership	0

HACB CoC Programs: A Report to the Board of Commissioners for the Month of March 2025										
Grant	Funding Period	Amount Funded	Grantee	Sponsor	Units	Eligibility Criteria	Service Area	03/2025 Enrollment	03/2025 HAP Assistance	Grant Balance
City of Chico - LGP	7/1/24 - 6/30/25	\$9,000.00	City of Chico	SSA	8	Low-income, referred by supportive service agency	Chico	0	\$0.00	\$9,000.00
City of Chico - TBRA	7/1/24 - 6/30/25	\$150,000.00	City of Chico	SSA	18	Low-income, under case management with self-sufficiency plan	Butte County	6	\$8,505.00	\$91,835.00
BHHAP/Security Deposit**	7/1/24 - 6/30/25	\$3,426.00	City of Chico	SSA	5	Individuals with a mental illness with homelessness eligibility	Butte County	0	\$0.00	\$1,626.00
BHHAP/ASOC	7/1/24 - 6/30/25	\$24,291.00	BCBH	BCBH	4	Individuals with a mental illness with homelessness eligibility	Butte County	2	\$1,084.00	\$15,615.00
Totals		\$186,717.00			35			8	\$9,589.00	\$118,076.00

**Acronym Legend**  
\*BCBH: Butte County Department of Behavioral Health | \*BHHAP: Behavioral Health Housing Assistance Program | \*SHP: Supportive Housing Program | \*PHB: Permanent Housing Bonus Program  
\*TBRA: Tenant Based Rental Assistance | \*LGP: Lease Guarantee Program | \*SSA: Supportive Service Agency | \*SMI: Serious Mental Health Disability

**Last update:**04/08/2025  
**Path:** Z:\Boutique Programs\Special Programs Budget and Reports

\*\*Written authorization given from BCDDBH to take any over spent dollars from BHHAP/ASOC to cover BHHAP/Security Deposit






**Town of Paradise**  
Housing Dept  
5555 Skyway  
Paradise, CA 95969  
(530) 872-6291

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March 20, 2025

Subject: Implementation of CDBG-DR MHP Preference Policy

Dear CDBG-DR MHP Project Partners,

In partnership with the California Department of Housing and Community Development (HCD), we are implementing the attached Preference Policy for all Community Development Block Grant - Disaster Recovery (CDBG-DR) Multifamily Housing Program (MHP) funded projects.

This policy has been developed to ensure alignment with the Town's broader recovery and housing objectives, as well as with HUD/HCD's CDBG-DR guidelines. It outlines the required procedures to prioritize housing assistance for eligible populations, including those most impacted by the Camp Fire disaster.

All developers and partners receiving CDBG-DR MHP funds must adhere to this policy in their project implementation and tenant selection processes. The policy will apply immediately and is to be incorporated into your ongoing project operations and marketing plans. Please provide an updated marketing plan for our records.

Please carefully review the attached policy document to ensure full compliance. Should you have any questions regarding its implementation or require technical assistance, feel free to contact Nadia Alekseev at [nalekseev@townofparadise.com](mailto:nalekseev@townofparadise.com) or Lorie Adams at [ladams@adamsashbygoup.com](mailto:ladams@adamsashbygoup.com).

Thank you for your partnership and continued commitment to the recovery and rebuilding efforts in the Town of Paradise.

Sincerely,



James Goodwin  
Town Manager



## **Town of Paradise CDBG-DR Lease-Up Preferences Policy & Procedures**

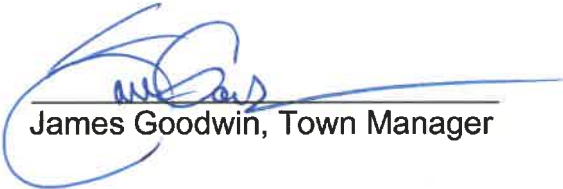
Reviewed by HCD on March 18, 2025, the following lease-up preferences apply to all Community Development Block Grant – Disaster Recovery (CDBG-DR) Multifamily Housing Program (MHP)-funded projects.

Lease-up preferences are in the order listed as follows:

- 1) *Former residents of the development at the time of the 2018 Camp Fire (if applicable)*
- 2) *Camp Fire survivors currently living in temporary housing (temporary housing is defined as structures not meant for long-term habitation, e.g. tents, RVs, sheds, etc.),*
- 3) *Camp Fire survivors who lost their place of residence in the Camp Fire, and*
- 4) *Applicants that are employed in Butte County.*

All CDBG-DR MHP recipients are required to amend their Affirmative Fair Housing Marketing Plan to include these preferences and to submit that updated plan to Nadia Alekseev ([nalekseev@townofparadise.com](mailto:nalekseev@townofparadise.com)) and Lorie Adams ([ladams@adamsashbygroup.com](mailto:ladams@adamsashbygroup.com)) for approval no later than 60-days prior to lease-up.

Adopted on 20th day of March, 2025 by:

  
James Goodwin, Town Manager

April 10, 2025

**MEMO**

To: HACB Board of Commissioners

From: Tiffany Lee, Special Programs Coordinator

Subject: Resolution No. 4955  
Section 8 FSS Graduate – Kiara Wells

Kiara Wells started the FSS Program April 1, 2020. At the start of the program Kiara was interested in learning how to build up her credit score, become gainfully employed, and increase her savings. Over the years Kiara has been gainfully employed with Goodwill and has been in the same career quickly approaching 10 years. During her time in the program she increased her earned income.

Kiara has put a lot of time and effort into her participation with the FSS program and enjoyed the FSS classes she was able to work around her schedule. As a single mom she had to pivot on some of her goals finding going back to school challenging, but is looking forward to doing that in the future. She also wants to push herself towards taking her driving test, now that she has some savings.

Kiara has been dedicated to her career and has reached the end of her FSS contract requirements. Kiara will graduate with enough escrow funds to put towards helping the household further self-sufficiency.

*Recommendation: adoption of Resolution No. 4955*

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4955

RECOGNITION OF FSS GRADUATE

KIARA WELLS

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WHEREAS, the Board of Commissioners of the Housing Authority of the County of Butte wishes to recognize the graduates of its HUD Section 8 Housing Choice Voucher Family Self-Sufficiency Program (FSS); and

WHEREAS, KIARA WELLS entered the FSS program in April 1, 2020; and

WHEREAS, KIARA WELLS successfully completed her FSS Contract of Participation, effective March 1, 2025, by fulfilling all of her responsibilities under the terms of the Contract of Participation; and

WHEREAS, KIARA WELLS obtained and maintained suitable employment and has been free of welfare assistance for over one year; and

WHEREAS, KIARA WELLS IN completing her Contract of Participation, has accrued an FSS escrow balance of \$35,548.40;

NOW, THEREFORE, BE IT KNOWN that the Board of Commissioners of the Housing Authority of the County of Butte congratulates and presents this Resolution in recognition of KIARA WELLS successful completion of its HUD Section 8 Housing Choice Voucher Family Self-Sufficiency Program.

Dated: April 17, 2025

---

David Pittman, Board Chair

ATTEST:

---

Lawrence C Guanzon, Secretary

April 10, 2025

**MEMO**

To: HACB Board of Commissioners

From: Tiffany Lee, Special Programs Coordinator

Subject: Resolution No. 4956  
Section 8 FSS Graduate – Roxanna Taylor

Roxanna Taylor started the FSS Program May 1, 2020. At the start of the program Roxanna was interested in becoming gainfully employed and working towards her education. Over the years Roxanna has been gainfully employed with IHSS and has been in the same career for many years. During her time in the program she found a new exciting opportunity to work in fitness and is currently taking a course that will allow her to become an instructor upon completion.

Roxanna has put a lot of time and effort into her participation with the FSS program. Roxanna has had problems with her vehicle and plans on getting her car up and running allowing her to keep doing her IHSS job and helping push her forward further into self-sufficiency. Roxanna has been dedicated to furthering her education and has reached the end of her FSS contract requirements.

*Recommendation: adoption of Resolution No. 4956*

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

RESOLUTION NO. 4956

RECOGNITION OF FSS GRADUATE

ROXANNA TAYLOR

---

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Butte wishes to recognize the graduates of its HUD Section 8 Housing Choice Voucher Family Self-Sufficiency Program (FSS); and

WHEREAS, ROXANNA TAYLOR entered the FSS program May 1, 2020; and

WHEREAS, ROXANNA TAYLOR successfully completed the FSS Contract of Participation, effective April 30, 2025, by fulfilling all of the responsibilities under the terms of the Contract of Participation; and

WHEREAS, ROXANNA TAYLOR obtained and maintained suitable employment and has been free of welfare assistance at the time of graduation; and

WHEREAS, ROXANNA TAYLOR, in completing the Contract of Participation, has accrued an FSS escrow balance of \$6,912.81;

NOW, THEREFORE, BE IT KNOWN that the Board of Commissioners of the Housing Authority of the County of Butte congratulates and presents this Resolution in recognition of ROXANNA TAYLOR successful completion of its HUD Section 8 Housing Choice Voucher Family Self-Sufficiency Program.

Dated: April 17, 2025

ATTEST:

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David Pittman, Board Chair

---

Lawrence C Guanzon, Secretary

April 9, 2025

MEMO

To: HACB Board of Commissioners

From: Tamra C. Young, Deputy Executive Director

Subject: Section 8 Housing Choice Voucher Program – Shortfall 2025

On March 26, 2025, Angie, Hope, and I had our first 2025 Section 8 Housing Choice Voucher shortfall meeting with HUD. Per HUD's calculations, HACB's shortfall is currently projected at approximately \$550K for 2025. Therefore, HACB has not been and will continue to refrain from issuing vouchers, except for PBV lease ups, HUD-VASH, and FYI. On that call, we also established the following Action Plan:

<b>ACTION PLAN - COST SAVING MEASURES</b>	<b>RESPONSIBLE PARTY</b>	<b>TARGET COMPLETION DATE</b>
1. PHA must cease issuing voucher to new applicants, other than exclusions discussed in the Notice.	PHA	3/26/2025
2. PHA must stop absorbing Port-Ins and bill until further notice.	PHA	3/26/2025
3. PHA must ensure rent reasonableness is being completed.	PHA	3/26/2025
4. PHA must use PIC and EIV reports to uncover fraud or other potential HAP over-payments.	PHA	3/26/2025
5. PHA must reconcile the 12/31/2024 RNP balance with the FMC, if a discrepancy exists.	PHA/FMC	n/a
6. PHA cannot deny reasonable requests for contract rent increases.	PHA	3/26/2025
7. PHA must apply for HAP Set-Aside under Category 1.	PHA	5/31/2025
8. PHA may deny moves to higher-cost areas and higher-cost units within their jurisdiction.	PHA/FO	3/26/2025
9. Choice mobility for PBVs not available until PHA is out of shortfall. 983.261(c)	PHA	3/26/2025

HACB had already implemented and have continued to utilize almost all of the above cost saving measures, since we were projected to be in shortfall back in 2024. Currently, HACB is in the process of requesting a waiver from HUD for denying moves to higher-cost areas in other jurisdictions. After we implement the out of jurisdiction waiver, we will further discuss the process and ramifications of denying moves to higher cost units within our jurisdiction. Lastly, HACB applied for HAP Set-Aside funds in 2024 and will again apply for HAP Set-Aside funds in May 2025.

No Board action required at this time. We will keep the Board apprised as things progress.



## MEMO

Date: April 11, 2025

To: HACB Board of Commissioners

From: Larry Guanzon, Executive Director  
Taylor Gonzalez, Project Manager

Subject: Mayer Commons Property Insurance

As construction nears completion, HACB staff have begun the process of securing property insurance for the site. However, this has proven challenging due to significant shifts in California's insurance market. Several major private insurers, including State Farm and Farmers, have exited the market entirely, resulting in a limited number of available options.

The Housing Authorities Risk Retention Pool (HARRP) is a self-insured pooled liability program of which the HACB is a member. HARRP provides property insurance for all HACB owned properties. Unfortunately, HARRP has declined to provide coverage due to challenges in securing reinsurance. As a result, HARRP sought quotes from the commercial insurance market, which are summarized below.

Additionally, HACB staff worked with Avrit Insurance Agency to expand the search for potential insurers. As of this writing, Avrit Insurance Agency has only been able to provide a quote from the California FAIR Plan, which is shown below. The FAIR Plan is a syndicated fire insurance pool made up of all insurers licensed to offer property and casualty coverage in California. Many property owners in the Town of Paradise rely on the FAIR Plan for insurance coverage.

### Quotes Received: (to date)

Broker	Amount	Deductible
1. Synchronous Risk Management (HARRP)	\$139,744	\$25,000 (\$250,000 Wildfire)
2. Avrit Insurance Agency (FAIR Plan)	\$33,090	\$10,000

*The amounts above include both property and general liability coverage.*

HACB staff will continue to pursue all available options to secure property insurance while construction nears completion.

April 11, 2025  
Mayer Commons Property Insurance  
pg. 1



**Housing Authority  
of the County of Butte**

# **Strategic Plan**

**April 2025**



# Table of Contents

Message from the Executive Director ..... 1

Mission & Vision ..... 2

Goals & Objectives ..... 3

    Goals 1 & 2 ..... 4

    Goals 3 & 4 ..... 5

    Goals 5 & 6 ..... 6

    Goals 7 & 8 ..... 7

# Message from the Executive Director

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Executive Director

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Executive Director**



## Mission

HACB provide access to affordable and innovative housing solutions for the well-being of all. We support residents in securing and maintaining quality housing as a pathway to fostering sustainable, resilient, and stable communities.



## Vision

By promoting sustainable development and addressing the impacts of trauma, we strive for resilient, stable communities that support economic and social well-being.

We collaborate with partner organizations to connect residents with essential services, including those addressing housing needs, security and stability. We recognize these partnerships as key to creating a supportive environment for all those we serve.

We are committed to operational efficiency, ensuring that our programs are effective, fiscally responsible, and impactful in meeting the needs of residents in our communities.

We strive to improve our housing stock, expand our resources, and seek new opportunities to grow and invest in sustainable, affordable housing solutions for the future.

We address the unique housing challenges faced by vulnerable populations, including individuals and families recovering from trauma.

We encourage a work environment where staff members feel inspired, proud of their work, and are recognized for their efforts.

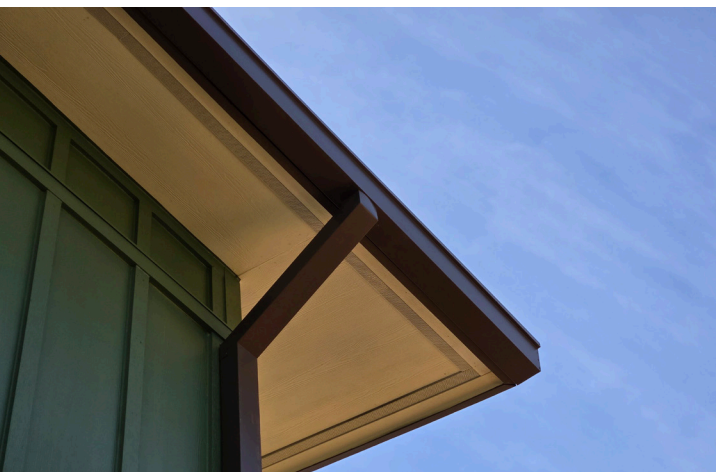


# Goals & Objectives

## **Goal 1:** Expand Affordable Housing Stock

**Objective 1A:** Continue to pursue all available sources of funding to ensure that expansion of housing stock continues even in years when there is funding uncertainty or development cost increases.

**Objective 1B:** Explore public and private partnerships to identify suitable properties for construction or rehabilitation, to increase supply of affordable housing units.



## **Goal 2:** Incorporate Resilience and Sustainability into Housing Solutions

**Objective 2A:** Apply for available funding (e.g., CalHome funds) to retroactively install fire-resistant (or wildfire prepared) materials, flood defenses, and energy-efficient systems in HACB-managed properties, especially those in disaster-prone areas.

**Objective 2B:** Continue to incorporate disaster-resilient technologies (such as solar panels and rainwater collection systems) in new projects, to increase long-term sustainability.

**Objective 2C:** Ensure all new HACB developments meet the highest energy efficiency standards, incorporating low-flow plumbing, and high-efficiency HVAC systems.

**Objective 2D:** Support innovative building technologies, materials, and housing typologies that increase sustainability while also reducing construction time and costs.



### **Goals 3:** Promote Upward Mobility Through Housing Programs

**Objective 3A:** Continue to promote the Family Self-Sufficiency (FSS) program (through the Housing Choice Voucher Program) and increase participation.

**Objective 3B:** Fortify partnerships to connect residents with services such as: job training and financial literacy programs, healthcare and childcare resources, transportation assistance and meal programs.



### **Goal 4:** Address the Unique Housing Needs of Vulnerable Populations

**Objective 4A:** Continue to retrofit existing HACB properties to include accessibility features such as ramps, elevators, and accessible bathrooms for elderly and disabled residents.

**Objective 4B:** Continue to prioritize the development of accessible units in new projects to ensure that elderly and disabled residents have adequate housing options and age in place.

**Objective 4C:** Connect residents with services (provided by partners) to help them improve their quality of life.





## **Goal 5:** Enhance Staff Engagement and Development

**Objective 5A:** Recognize staff achievements through awards, public acknowledgments, and team-building events to enhance morale.

**Objective 5B:** Continue to offer extensive opportunities for staff training and networking (NAHRO, Fair Housing, NMA, BDO, etc.) as funding is available.



## **Goal 6:** Improve Tenant Onboarding and Retention

**Objective 6A:** Support case workers in creating a more personalized case management process, which may connect residents with services (provided by partners) that improve their quality of life and help them maintain stability in their housing.

**Objective 6B:** Expand use of online platforms to streamline rent payment, communication, and tenant management, enhancing both the onboarding process and ongoing tenant retention.

**Objective 6C:** Continue to educate residents on how to maintain their units and fulfill their lease obligations.

**Objective 6D:** Continue to educate landlords on policies and procedures.





## **Goal 7:** Achieve Operational Efficiency and Transparency in Service Delivery

**Objective 7A:** Continue transparent program and property tracking and reporting, including information on housing outcomes, funding, and program effectiveness.

**Objective 7B:** Continue to conduct regular audits – at the agency level, at the program level, and at the property level – to ensure efficiency and fiscal responsibility.



## **Goal 8:** Adapting to Changes Over Time

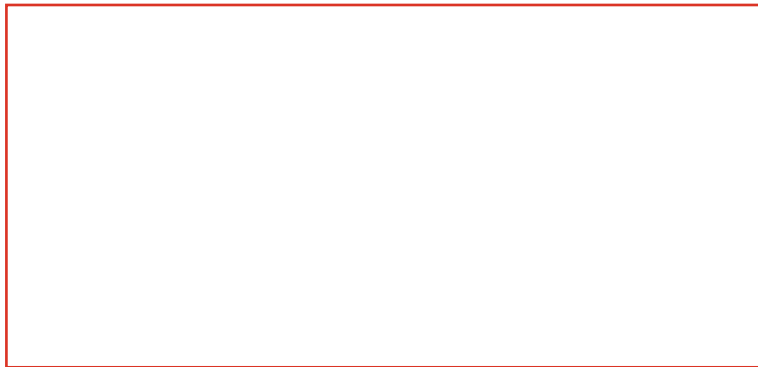
**Objective 8A:** Ensure that new units can adapt to evolving environmental, economic, and demographic changes while meeting current housing demands.

**Objective 8B:** Regularly evaluate internal processes to identify opportunities for improvement in service delivery, resource allocation, and program administration, while maintaining financial stability for HACB.

**Objective 8C:** Continue to build a shared understanding of on-ground needs, services and resources available by connecting staff and communities at local forums.

**Objective 8D:** Identify and capitalize on emerging services and resources.

**Objective 8E:** Continue to advocate for all types of housing, given the changing housing needs based on demographic shifts.



# AGENDA

*at a glance*

## Wednesday, May 28, 2025

12 – 5 pm: Business Partners Move-In  
6 – 8 pm: PSWRC Executive Board Meeting (Offsite)

## Thursday, May 29, 2025

8 am – 3 pm: Registration  
7:30 – 8:30 am: Business Partners Move-In  
8:30 – 10 am: Opening Session w/ Continental Breakfast  
10 – 10:30 am: Refreshment Break w/ Business Partners  
10:30 am – 5 pm: Breakout Sessions  
12 – 1:30 pm: Lunch with Annual Business Meeting  
3:00 – 5:00 pm: CRD Tour  
6 pm: Offsite Event – All Invited

## Friday, May 30, 2025

8 am – 12 pm: Registration  
8 – 9 am: Continental Breakfast w/ Legislative Update  
9 am – 2 pm: Breakout Sessions  
10:30 – 10:45 am: Final Break w/ Business Partners  
12 pm: General Conference Closes



*Hotel Accommodations*

**PSWRC-NAHRO**

# DOUBLETREE

by Hilton Hotel Fresno Convention Center

2233 Cesar Chavez Blvd, Fresno, CA 93721

**HOTEL CUT OFF**  
**MAY 13**  
**2025**

*Ways to Reserve!*

 (559) 268-1000 Group Code: CDTWRC

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